

City Council Meeting

Date: Monday, June 12, 2023

Time: 4:00 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
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1.	ORDER OF BUSINESS
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2.	CALL TO ORDER - Playing of the National Anthem
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READING OF LAND ACKNOWLEDGEMENT

We [] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

3.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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4.	ADOPTION OF THE MINUTES
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5.	NOTICE OF PROCLAMATIONS
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Proclamations

“World Sickle Cell Day 2023” – June 19, 2023

Flag Raising Ceremony

“Muslims’ EID” – July 7, 2023

Illumination

“National Blood Donor Week” – June 12, 2023 – June 16, 2023

“World Sickle Cell Day” – June 19, 2023

“Muslims’ EID” – July 7, 2023

6.	COMMITTEE OF THE WHOLE
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7.	COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)
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8. **CONSENT AGENDA**

- 8.1. Advisory Committee Performance Annual Report as of December 31, 2022 - City Wide **(C 58/2023)**
- 8.2. Stormwater Financing Project Update, City Wide **(C 95/2023)**
- 8.3. Response to CR133/2023 - Private Culvert Rehabilitation Program - City Wide **(C 96/2023)**
- 8.4. 2024 Proposed Budget Process & Timeline - City Wide **(C 92/2023)**
- 8.5. IESO E-LT1 and LT1 RFP Municipal Support Resolutions Update - City Wide **(C 89/2023)**
- 8.6. Amendment to CR415/2022 for Closure of the north/south alley between Guy Street and the east/west alley between Bernard Road and Francois Road, Ward 5, SAA-5809 **(C 90/2023)**

CONSENT COMMITTEE REPORTS

- 8.7. Report No. 156 of the Windsor Licensing Commission - Taxicab meter rate and tariffs **(SCM 155/2023) & (SCM 107/2023)**
- 8.8. Essex-Windsor Solid Waste Authority (EWSWA) Minutes of the Regular Board Meeting held March 7, 2023 **(SCM 156/2023) & (SCM 149/2023)**
- 8.9. Policy and Funding Program Review for Updating Narrow Streets - City Wide **(SCM 157/2023) & (C 66/2023)**
- 8.10. Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures - City Wide - CQ17-2022 **(SCM 158/2023) & (C 67/2023)**
- 8.11. Dandurand Avenue Pedestrian Generator Sidewalk (from Northwood Street to existing sidewalk (approximately 210m north)) - Ward 10 **(SCM 159/2023) & (S 58/2023)**

9. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**

- 11.1. Update Regarding Council Decision B14/2019 and Proposed Shoreline Structures Local Improvement Policy Amendment - City-Wide **(C 77/2023)**
- 11.2. Howard Avenue/South Cameron Intersection Project, Pre-Commitments, Agreements and Payments Approval - Ward 9 **(C 93/2023)**

12. **CONSIDERATION OF COMMITTEE REPORTS**
- 12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)
- 12.2. Minutes of the Committee of Management for Huron Lodge of its meeting held March 15, 2023 **(SCM 105/2023)**
- 12.3. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held March 9, 2023 **(SCM 133/2023)**
- 12.4. Minutes of the meeting of the Board of Directors, Willistead Manor Inc. held April 13, 2023 **(SCM 150/2023)**
- 12.5. Report No. 117 of the Willistead Manor Inc. Board of Directors of its meeting held May 11, 2023 **(SCM 151/2023)**

13. **BY-LAWS** (First and Second Reading)

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

16. **THIRD AND FINAL READING OF THE BY-LAWS**

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Environment, Transportation & Public Safety Standing Committee
Wednesday, June 28, 2023
9:00 a.m., Council Chambers

Development & Heritage Standing Committee
Tuesday, July 4, 2023
4:30 p.m., Council Chambers

Community Services Standing Committee
Wednesday, July 5, 2023
9:00 a.m., Council Chambers

21. **ADJOURNMENT**



Subject: Advisory Committee Performance Annual Report as of December 31, 2022 - City Wide

Reference:

Date to Council: June 12, 2023
Author: Katherine Donaldson
Corporate Policy Coordinator
519-255-6100 x6533
kdonaldson@citywindsor.ca
Policy, Gaming, Licensing & By-Law Enforcement
Report Date: April 13, 2023
Clerk's File #: ACO/9512 & MB/12866

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Office of the City Clerk dated April 13, 2023 entitled "Advisory Committee Performance Annual Report as of December 31, 2022" **BE RECEIVED** for information; and further,

That Council **APPROVE** Option 2 – Restructuring of Advisory Committees; and further,

That the City Clerk **BE AUTHORIZED** to amend Procedure By-law 98-2011, based on the recommended changes outlined in recommendations one and two in the discussion section of this report; and further,

That Administration **BE AUTHORIZED** to proceed with implementing these changes accordingly.

Executive Summary:

N/A

Background:

Requirement in the Procedure By-law:

Part 27.1 (r) of the City of Windsor's Procedure By-law 98-2011 states the following:

The Clerk shall prepare a report each year on the performance of the Advisory Committees. Reported measures should include:

- i) Number of reports to Council or its Standing Committees*
- ii) Number of meetings held with quorum*

iii) Length of Committee meetings

iv) Annual budget

v) Number of recommendations endorsed by Council/Standing Committees.

Administration has completed a review of Advisory Committees of Council using the above categories for the 2022 calendar year, and has extended the timeframe to provide an overall summary for the 2015-2022 time period, which covers the past two Council terms, and is attached as "Appendix A". It should be noted that the 2018-2022 Council term was impacted due to the Covid-19 pandemic which began in early 2020. This summary is intended to provide the newly elected 2022-2026 Council the necessary information to decide which advisory committees are needed based on Council's strategic priorities going forward.

Discussion:

Current roster of Advisory Committees:

The existing reporting structure of the Advisory Committees of Council discussed in Appendix A is outlined below:

Advisory Committees reporting to the Environment, Transportation and Public Safety Standing Committee are:

- Windsor Bicycling Committee
- Windsor Essex County Environment Committee (WECEC)
- Town & Gown Committee
- Transit Windsor Advisory Committee

Advisory Committees reporting to the Development & Heritage Standing Committee are:

- Windsor BIA Advisory Committee (WBIAC)
- International Relations Committee (IRC)

Advisory Committees reporting to the Community Services Standing Committee are:

- Community Public Art Advisory Committee
- Diversity Committee
- Seniors Advisory Committee
- Housing & Homelessness Advisory Committee
- Windsor Accessibility Advisory Committee (WAAC)

It should also be noted that in July of 2021, CR334/2021 was approved which provided authorization for the formation of a new Advisory Committee of Council focused on Indigenous Affairs. The City's Diversity Officer has been tasked with overseeing its creation which is still in progress, and a status update will be provided to Council in the form of a separate administrative report at a later date.

Each of these advisory committees play a role in informing Council regarding their specialized interest. While many of these Committees have been in place for a

significant amount of time, with the last comprehensive review being undertaken in 2011 as part of a Service Delivery Review, it should be noted that a thorough review by Council is welcome at this time. A more dynamic and flexible advisory committee structure is becoming more prevalent in many municipalities, and it is recommended that the City of Windsor should also consider moving in this direction.

Recommended changes being proposed:

A review of the use of Advisory committees in general was conducted, as well as benchmarking with other municipalities. The predominant finding was many have completed or are looking towards modernizing.

For example, the City of London has recently reviewed their Advisory Committee structure and have made some small, yet significant changes to the system. The merging of some advisory committees and reshaping or eliminating others was recommended. In February of 2022, London City Council approved moving from fourteen down to nine committees.

A 2015 report commissioned by the City of St. Johns provides an interesting roadmap to Committee change and restructuring. In that report, it was noted that the current structure was not producing actionable results and suggested a number of changes to be made, including ***defining different types of Advisory Entities based on specific purposes***. An Overview of their proposed structure is outlined in the below table.

Type	Roles	Principles
Advisory Committee	Provides citizen and organizational expertise on matters relevant to the Committee's mandate. Involved in the development of solutions.	Reports to Standing Committee. Has a Terms of Reference. Lasts the entire term of Council. Must take minutes and disclose to Standing Committee
Task Force	Provide citizen or organizational expertise on a specific set of defined topics/issues Involved in the receipt of information and providing feedback on the specific topics/issues.	Have a defined timeline and goal. May recommend items for implementation.
Working Group	Provide citizen or organizational expertise or oversight in the development or delivery of a program or project.	Assists in the development or delivery of an approved plan or strategy.
Experts Panel	Provide expert opinion on topics or issues within a defined mandate	May or may not have a defined timeline. Report to Standing Committee

Based on the results of the Administrative review conducted (APPENDIX A) and with guidance from the report from St. Johns (Appendix B), Administration is asking Council to provide specific direction moving forward:

Option 1 – Status Quo for Advisory Committees

In this option, the Advisory Committee structure itself would remain the same, with Committees being the only advisory entity. Changes could still be made to the nature of these Committees if Council chooses, but the structure itself would remain, without adding in the possibility for the creation of other types of entities.

Option 2 – Restructuring of Advisory Committees

If Council decides to follow other municipalities in restructuring the organization of the Advisory Committees, it would allow for the creation of different types of advisory groups, similar to the example provided by St. John's above. In this scenario, Council would meet at the beginning of the term in a committee planning session to review the performance of the previous terms' advisory groups and brainstorm ideas for new ones. This activity will allow Council to define the purpose of each group as well as clarify the relationships between advisory entities, administration and Council.

Council would be able to create committees based on the current and relevant needs of the municipality while also creating goal-oriented task forces, longer term advisory committees, and expert led working groups – all with defined mandates, whether short-term or long-term in nature. This change would allow for more active engagement by the members of the advisory entity as many would be purpose-driven. Administration would then move to recruit for these entities with the defined and up-to-date mandates in hand.

In order to ensure that Committees are relevant and effective, a change to the Procedure Bylaw is recommended. Advisory committees would be automatically disbanded at the end of each term of Council, allowing each newly-elected Council to determine which advisory committees they would like to have in place, reflecting the current needs of the community and in line with the strategic planning initiatives agreed to by Council. Each new term of Council would begin with a review of the previous terms' committees and their effectiveness. Following the review, Council would then choose which (if any) Advisory Committees were to continue on for the term, with a review and fine tuning of mandates with the assistance of administration. Council would also be able to identify any new Committees they would like to form based on these discussions and the current events impacting the City.

Administration recommends that Council approve option 2. To implement Option 2, the following recommendations are being proposed:

Recommendation #1

Amend Council Procedure By-law 98-2011, deleting section 21, and replacing it as follows:

Current wording:

PART 21 – COMMITTEES OF COUNCIL

- 21.1 Council may from time to time establish a special Committee of Council/Advisory Committee or Task Force in response to specific issues requiring immediate or long term attention, subject to the requirement of an administrative report, along with existing advisory committee input and community consultation.
- 21.2 If additional public engagement is required for an issue, a Task Force shall be appointed by Council with a specific term and mandate. Council shall only consider a Task Force after it has received a formal report from administration.
- 21.3 Advisory Committees are required to report to their respective Standing Committee in either oral or written form, bi-annually so that the Advisory Committees are accountable for their performance.
- 21.4 Standard meeting schedules shall be adopted for the Advisory Committees so that there is predictability in the deliberation of Public Policy.
- 21.5 The Clerk's Department shall deliver basic training in governance and municipal environment to all committees of Council.
- 21.6 Advisory Committees shall prepare annual business plans and budget submissions should they require funding or additional resources for their activities. In the event that the funds are not fully utilized at year end they would be zeroed and any new funding would be determined on the strength of the annual budget submission.
- 21.7 Advisory committee members shall receive no compensation for their service on the City's Advisory Committees. Expenses incurred in the conduct of their role as a committee member shall be considered in accordance with the City's Travel and Business Expense Policy.

Proposed New Wording:

PART 21 – COMMITTEES OF COUNCIL

- 21.1 *Council may from time to time establish one of the following four types of Committees of Council:*
 - 21.1.1 *Advisory Committee –to provide citizen and organization expertise on matters relevant to the Committee's mandate; to provide information, receive or provide feedback and to participate in the development of solutions;*
 - 21.1.2 *Task Force – to provide citizen and organizational expertise on specific set of defined topics/issues for a set time period; to consider information, receive and provide feedback;*

- 21.1.3 *Working Group –to provide citizen or organizational expertise or oversight on the development/delivery of project/program; assist in the delivery of an approved plan or strategy; and,*
- 21.1.4 *Experts Panel – provide expert opinion of topics or issues within defined mandates;*
- 21.2 *Committees are required to provide an annual written report to their respective Standing Committees;*
- 21.3 *The Office of City Clerk shall deliver basic training in governance to all committees;*
- 21.4 *Committees shall automatically cease and be dissolved at the conclusion of each Council term, save and except for any statutorily-mandated committees, including but not limited to the Windsor Accessibility Advisory Committee (WAAC), Committee of Adjustment, Committee Court of Revision; Property Standards Committee as well as the non-statuary International Relations Committee (IRC) which shall remain for the purposes of promoting and enhancing relations with twin cities.*
 - 21.4.1 *At the beginning of each Council term, Council shall meet to set committee priorities and determine which committees will be established for the term (advisory committee, task force, working group or expert panel) as well as their mandates. The Clerk shall recruit the members of each committee.*
- 21.5 *All committees shall be chaired by a member of council, unless otherwise directed by Council.*
- 21.6 *The Chief Administrative Officer shall assign administrative resources to all Council committees as required,*

Recommendation #2

That the City Clerk BE AUTHORIZED to schedule a Committee Planning Session of Council to develop and confirm a slate of proposed Committees, Task Forces, Working Groups and Expert Panels, as needed, for the 2022-2026 term of Council.

Enhancements that have been undertaken by Administration to date:

Council Services undertook a review of the agencies, boards, commissions (ABC's) portfolio over the past 12 months. This review is multi-faceted and being completed in a number of stages with the end goal of ensuring that all City of Windsor ABC's are characteristic of the goals, objectives and demographics of the area they represent. A great deal of research was also done regarding the recruitment practices and demographic composition of ABC's in other municipalities, both surrounding and comparator.

What was clearly shown through this research was the importance of upgrading recruitment practices to move away from paper based advertisement and application and move toward online methods. The usage of social media as a primary mechanism was noted as well as engaging popular local websites to be advertising partners. These mechanisms assisted in ensuring a large target audience was being reached. Council Services, in partnership with the Communications Department, moved forward with this practice in the fall of 2022 for the recruitment of positions on ABC's, noting that advisory

committees were held in abeyance during that phase while this report was being finalized.

Past efforts to recruit members for the City of Windsor's ABC's were confined to a single newspaper ad addressing all of the groups at once as well as a duplicate posting on the City's website with accompanying social media posts. During the most recent recruitment undertaken in the fall of 2022, a farther-reaching strategy was developed to get the message directly to communities and groups who have experience and interest in the mandates of the groups that were seeking applicants.

Marketing to a diverse audience requires careful planning and execution. Communication tools must be easily understandable and incorporate mass, niche and interpersonal communication tactics aimed at increasing public awareness. The theme for the 2022 recruitment was "*Helping Shape the City you Love ... Are You on Board?*" and approaches included the following:

Media Relations

- News release distributed to the media and posted to the City website resulting in interviews and coverage on television, radio, newspaper and electronic news sites.

Digital Marketing

- Social media posts (Facebook, LinkedIn and Twitter)
 - Organic and paid social posts
 - Hashtag compatible across all social media platforms: #GetOnBoard2022
 - Also included on the local station YourTV Cogeco Cable 11
- Cross promotion with related groups and organizations through an email/letter sent to selected groups and organizations asking for assistance in getting the word out grouped in the following categories: youth, seniors, business, and diversity. To further help spread the word, a printable poster and ad template for use in newsletters were included in the mailings.
- Online advertisements on windsoriteDOTca News

Print

- Ads in the Windsor Star newspaper
- 8.5 by 11 poster including a QR code to direct interested viewers to our new recruitment web page

Website

- Marquee/banner on the City's home page drawing attention to the recruitment
- Designated ABCs recruitment page, including AODA-compliant application forms
- Vanity URL: www.WindsorABC.ca

A centralised page on the City's website was developed for the public to be able to easily access the application forms, which are created using Google Forms. It was noted that in order to help ensure applicant compatibility and understanding of each

entity, a separate application form was developed for each one, thus reducing the risk of individuals applying for each ABC in the absence of material that would help inform their choices to apply.

The ABC profile posted on the webpage included a summary of qualifications being sought in terms of potential candidates. The application forms also included up to 5 questions geared to that particular entity, to further the vetting process. Once applications were received by Council Services staff, a meeting of the Striking Committee was called to review a list of potential applicants for Council's consideration

This most recent recruitment process followed for ABC's in the fall of 2022 will be used in the recruitment for advisory committees in the Spring of 2023.

Building relationships with diverse communities takes time, effort, and a commitment to understanding and supporting their unique needs and perspectives. While much effort was made to achieve this in our 2022 recruitment for agencies, boards and commissions, further efforts will be needed to incorporate the community's feedback and ensure that the process evolves based on the lessons learned. A strengthened strategy can help the City of Windsor to more effectively market these opportunities to a diverse audience and build strong, lasting relationships with them in our future recruitment campaigns.

Risk Analysis:

Option 1 – Status Quo for Advisory Committees

If Council were to proceed with Option 1, there is a risk of not keeping up with trends in other municipalities. There may be an issue moving forward with Committees not providing actionable results due to poorly defined mandates, and outdated principal purposes.

Option 2 – Restructuring of Advisory Committees

While there is always a risk in changing existing systems, administration believes that the impact of this option would be primarily positive. The main risk in this case is the possibility of pushback from existing Advisory Committee members, worried about potential changes. This risk would be mitigated by ensuring the strategic planning session, subsequent recruitment and appointments are well defined, organized and carried out within the mandates set by Council.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

If Council directs administration to move forward with Option 2, there may be some minor impacts related to the budgets assigned to each committee. Council would allocate these funds accordingly.

Overall, there is expected to be minimal financial impact as a result of this report.

Consultations:

- Council Services
- Communications
- Finance
- The City of St. Johns
- The City of London
- Various other Municipalities

Conclusion:

Council has a unique opportunity to review the structure, impact and relevance of existing committees. The trend in many municipalities has been to create less long-term committees and more project-focused working groups and task forces. While the current structure has been in place for more than a decade, it may be time for Council to review the current system and look toward strategic, defined mandates for a wide array of advisory entities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Anna Ciacelli	Deputy City Clerk / Supervisor of Council Services
Steve Vlachodimos	City Clerk
Erika Benson	Financial Planning Administrator
Janice Guthrie	Commissioner of Corporate Services – CFO/City Treasurer (A)
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Name	Address	Email

Appendices:

- 1 Appendix A - Performance Metrics for Committees 2015-2022
- 2 Appendix B – St. Johns Consultants Report

Appendix A

Community Public Art Committee

(Established 2005)

Comprised of 1 Councillor and up to 9 citizens

Mandate (updated in 2015)

The Community Public Art Committee was created with the goal of advising Council on all matters concerning public art:

- Review all proposed public art projects, and ensure the application of established procedures and guidelines on a project-by-project basis;
- Advise Council on communication and outreach to the community regarding public art;
- Advise Council on the implementation and maintenance of a civic public art inventory and the implementation of the accessioning and de-accessioning components of the Public Art Policy;
- Advise Council on proposed artwork gifts, bequests and donations to the City of Windsor according to the established guidelines;
- Advise Council and ensure that the proper maintenance program of public artworks is in place and practiced, in collaboration with municipal staff;
- Encourage the development of private sector public art and public-private partnerships for public art.
- Oversees the Museum Subcommittee which is a requirement for the Museum to get its annual Community Museum Operating Grant
- Oversees the Museum Capital Reserve Fund Committee, which is required by the terms of the use agreement between Windsor Historic Sites Association (which owns the Francois Baby House property) and the City of Windsor (which operates it as a museum)

	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	1	2	2	0	0	1	1	0	7
Number of Reports to Council/Standing Committee	4	3	1	0	0	1	0	0	8
Reports endorsed by Council/Standing Committee	4	3	1	0	0	1	0	0	8
Annual Operating Budget	\$0								

Appendix A

Diversity Advisory Committee

(Established 1987)

Comprised of 1 Councillor and 9 citizens with 4 alternate members (alternating on a rotational schedule)

Mandate(updated in 2015)

- To develop and recommend to the Mayor and Members of City Council policies and programs which will create an atmosphere conducive to harmonious community relations within the City of Windsor.
- To develop and/or conduct programs of public information and education including workshops, seminars, and public meetings.
- To provide feedback and direction to the Mayor and Members of City Council on an annual basis regarding actions, policies, practices and outcomes in relation to our mandate.
- To act as a visible lead agent on communicating and recommending solutions to City Council on race relations issues that contravene the Ontario Human Rights Code. To act as a Central body to direct individuals or groups expressing concerns of tension, acts of prejudice, racism or discrimination to the appropriate agency or institution and, where appropriate, review deemed and/or inquire into these concerns.
- To consult with and advise the Mayor and Members of City Council on matters involving Discrimination based on color, origin, or creed (religion). This may also include language, accent and dress that may be linked to race or place of origin, and further that the City of Windsor lead by example in the promotion of positive race relations.
- To develop and recommend to the Mayor and Members of City Council policies and programs which will address existing problems of a racial nature in the City of Windsor.
- To develop, through its appropriate sub-committees, programs and projects designed to promote mutual trust and respect among the visible minority groups and the institutions and agencies serving them
- To assist marginalized groups, through its appropriate sub-committees, to develop Programs for the improvement of race relations
- To initiate, mediate in and coordinate discussions among minority groups, as well as other groups in society, to promote understanding in the community.
- To make recommendations regarding municipal programs and services provided by the City of Windsor, to provide equal access to all residents, and to encourage and assist in the education and cultural competence of City of Windsor staff
- To make recommendations regarding municipal policies and programs to provide equal employment opportunity.

	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	4	3	3	2	2	4	3	0	21
Number of Reports to Council/Standing Committee	0	1	0	1	0	3	2	0	7
Reports endorsed by Council/Standing Committee	0	1	0	1	0	3	2*	0	7
Annual Operating Budget	\$3,870								

**1 report endorsed by Council and 1 endorsed with amendments*

Appendix A

Housing and Homelessness Advisory Committee

(Established 2001)

Comprised of: 1 City Councillor, 1 County Councillor, 2 Housing Providers, The Chair of the Central Housing Registry, 1 Representative from the Labour Community, 2 Tenant Representatives, 4 Representatives of Community Groups, 1 Emergency Housing Representative, 1 Member of the Real Estate Board, 1 Housing with Supports Representative, 1 Representative from CMHA

Mandate(updated in 2019)

To serve as an advisory body to City Council on issues relating to the supply, demand, and need for affordable housing and homelessness supports in Windsor and Essex County.

- Act as a medium for informational exchange with sector representatives on housing and homelessness program initiatives and community issues.
- Act as a resource and advocate on behalf of all stakeholders to educate and advance the awareness of Council representatives on matters pertaining to housing and homelessness.
- Responsible for championing the implementation of the 10 Year Housing and Homelessness Master Plan and for evaluating and monitoring progress towards meeting the goals and strategies of the Plan.

	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	4	3	4	4	4	4	3	0	26
Number of Reports to Council/Standing Committee	1	1	0	1	2	0	1	0	6
Reports endorsed by Council/Standing Committee	1	0	0	1	2	0	1	0	5
Annual Operating Budget	\$0								

Appendix A

Seniors Advisory Committee									
									(Established 2007)
Comprised of 1 Councillor and up to 9 citizens									
And 1 representative from Hotel Dieu Grace Health Care									
Mandate (updated in 2019)									
Identify and report to the Community Services and Parks Standing Committee directly, which then reports to the Mayor and Council on issues that affect seniors in the City of Windsor, including:									
<ul style="list-style-type: none"> • Acting as a liaison for seniors in the City of Windsor and reporting to and advising City Council on ways to enrich the health and quality of life of all seniors in this community • Soliciting input and acting as a public forum for issues that affect local seniors • Identify barriers to access by seniors to City services and programs • Forming partnerships in the community to educate, inform and improve quality of life for seniors • Addressing other issues as identified by the Seniors Advisory Committee from time to time Make recommendations and provide advice to Mayor and Council regarding strategies that could be used by City administration to address the needs of seniors in the City of Windsor. 									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	4	4	5	4	2	0	0	0	19
Number of Reports to Council/Standing Committee	3	2	2	2	1	0	0	0	10
Reports endorsed by Council/Standing Committee	2	2	2	1	1	0	0	0	8
Annual Operating Budget	\$4,000								

Appendix A

Town and Gown Committee									
									(Established 2009)
Comprised of 3 Councillors and 5 citizens (preferably a representative from the College and University)									
Mandate (updated in 2019)									
<ul style="list-style-type: none"> • Encourage open communication between the neighbourhood and the University and/or College • Provide an open forum for discussion of issues of concern between the residents and the University and/or College and the City of Windsor • Identify or provide assistance to solving issues relating to possible areas of conflict between the students and residents in the neighbourhoods • Assist in developing solutions to problems of common interest • Promote and support activities to ensure a safe and healthy community 									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	2	2	2	1	2	1	3	0	13
Number of Reports to Council/Standing Committee	0	0	0	0	1	0	0	0	1
Reports endorsed by Council/Standing Committee	0	0	0	0	1	0	0	0	1
Annual Operating Budget	\$4,500								

Appendix A

Transit Windsor Advisory Committee								(Established 2015)	
Comprised of 4 Councillors and undefined amount of citizens									
Mandate (updated in 2015)									
The Transit Advisory Committee (TAC) shall provide input to the Environment, Transportation & Public Safety Standing Committee on:									
<ul style="list-style-type: none"> • Policies and procedures with respect to the operation of conventional transit services in Windsor • The extent of service hours and days of operation • Operational rules and regulations relating to transit services. 									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	2	2	0	2	3	2	2	0	13
Number of Reports to Council/Standing Committee	1	1	0	0	3	1	1	0	7
Reports endorsed by Council/Standing Committee	1	1	0	0	3	0	0	0	5
Annual Operating Budget	\$0								

Appendix A

Windsor Bicycling Committee									
									(Established 1986)
Comprised of 1 Councillor and 9 citizens									
Mandate (updated in 2020)									
The purpose of the Committee is to enhance the safety and viability of bicycling in the City of Windsor. It acts as an advocate for the growth of predominantly bicycling and walking as a form of transportation and recreation that is affordable, equitable (as they increase access for all residents), enhance community vitality, attract and retain residents and investors, are environmentally sustainable, mitigate climate change, are quiet and promote health and well-being. The Committee acts as an advisor to Council and City departments on bicycling matters in the City of Windsor.									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	4	3	4	3	1	2	3	1	21
Number of Reports to Council/Standing Committee	4	1	4	1	0	2	2	0	13
Reports endorsed by Council/Standing Committee	1*	1	1	0	0	0	2	0	5
Annual Operating Budget	\$4,300								

**With Council amendments*

Appendix A

Windsor Business Improvement Area Advisory Committee								(Established 2005)	
Comprised of 3 Councillors and a Representative from each BIA									
Mandate (updated in 2007)									
<ul style="list-style-type: none"> • To promote strong effective successful business improvement areas (BIAs) in the city of Windsor; • To encourage and increase the presence and participation of BIAs and their members within the civic process and within their own respective BIA; • To facilitate the collection and exchange of information on BIA issues of general and common concern, such as but not limited to the distribution of funds in the Capital Budget allocated for general BIA assistance/improvements; and • To establish City-BIA partnerships through collaborative, policy-based initiatives and programs that address issues facing Windsor BIAs. 									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	1	2	1	2	3	0	2	0	11
Number of Reports to Council/Standing Committee	0	0	3	4	2	0	1	0	10
Reports endorsed by Council/Standing Committee	0	0	2	4	2	0	1	0	9
Annual Operating Budget	\$0								

Appendix A

Windsor Essex County Environment Committee									
									(Established 2003)
Comprised of 2 City Councillors, 2 County Councillors and Volunteers from diverse sectors									
Mandate (updated in 2019)									
WECEC was established as a volunteer advisory committee through resolutions of Windsor City Council and the County of Essex within the meaning of the Municipal Act, 2001, S.O. 2005, c.25 (the 'Act')									
<ul style="list-style-type: none"> • WECEC receives referrals to address specific environmental concerns from the City of Windsor, County of Essex and its area municipalities, as well as, • WECEC is proactive and will advise on matters identified through its own initiative. • All recommendations will be approved by City/County Council prior to making any recommendations to a third party and/or private agency. 									
	2015	2016	2017	2018	2019	2020	2021	2022	Total
Number of Meetings	5	4	4	3	4	1	2	0	23
Number of Reports to Council/Standing Committee	3	2	4	1	5	3	4	0	22
Reports endorsed by Council/Standing Committee	2	2	4*	1	5**	2	4	0	20
Annual Operating Budget	\$4,000								

**2 endorsed by Council, 1 noted and filed and 1 amended by Council*

***3 endorsed by Council and 2 amended by Council*

June 2015

Advisory Committee Review

Outcomes, Recommendations, and Next Steps

ST. JOHN'S

BACKGROUND AND PURPOSE

On Oct. 20, 2014, St. John's City Council adopted the Engage! St. John's Task Force Report with recommendations, one of which related to the role of advisory committees as effective engagement tools. The Task Force noted that the role of advisory committees generally, and the role they play in decision-making and as engagement tools, was unclear. There were also questions about the terms of reference for the work and the appointment process and it was suggested that these elements needed clarity.

Additionally, during the internal review period for the engagement framework, City staff also noted a lack of clarity around the role of advisory committees including the roles and responsibilities of staff, Council members and members of the public and the reporting processes. A Council directive was issued identifying a need to review the terms of reference for advisory committees and to make recommendations on how they should function.

The review considered both governance issues (e.g., roles and responsibilities) as well as operational matters (e.g., selection of members, tenure) of Committees.

Specifically the review was designed to:

- clarify the roles and responsibilities of members of Advisory Committees including staff and Council representatives;
- consider the role of the Advisory Committees and as public engagement tools in the continuum of decision making;
- clarify the reporting *relationships* of Advisory Committees to Standing Committees, Council and/or departments;
- review practices for soliciting Advisory Committee membership, terms of membership and the link to the community and;
- consider alternative options such as citizen panels, neighbourhood groups, surveys or other types of mechanisms, for gathering expert and community advice on policy and program matters.

As per Council direction, (Council Directive R2014-07-15/27), and coincident with the work of the Engage! Task Force, this document outlines the recommendations resulting from the City's Advisory Committee review. It also presents a brief outline of the implementation process for committee restructuring.

RESEARCH

Research for the advisory committee review included: an online survey to current public advisory committee members; meetings with each member of Council; two focus group sessions with staff who are involved with one or more Advisory Committees; meetings with the City Clerk's Office to "map" the Advisory Committee process; a review of sample agendas, minutes, reports to Council, current terms of reference and Council's role; and meetings with staff from Legal and Planning, Development and Engineering regarding legislative requirements. Additionally, other municipalities were reviewed for their processes.

The research resulted in some key themes being identified:

- **Purpose and process**
 - The mandates and terms of reference are not always clear – the role of Advisory Committees in policy needs to be articulated
 - There is frustration with process – agenda, outcomes, actions, tie in to decision making – what is the committee supposed to be doing?
 - Committees are not operational committees nor are they advocacy groups – however sometimes they veer into these areas

- **Decision-making**
 - Level of engagement must be clear – engagement spectrum
 - Committees do not make decisions – Council makes decisions – Committees help inform, provide advice and perspective

- **Reporting**
 - Lack of reporting is a challenge and approach to reporting is challenging which results in Councillors being out of the loop about Committee work in general
 - Need to have different types of reporting depending on the situation – budget, policy etc.
 - Need to have built-in systems for reporting that are regular and create opportunities to share information across committees, departments and with the public
 - Need defined terms of reference with clear roles and responsibilities and process

- **Rules for engagement**
 - Need meeting and agenda protocols, rules for engagement – this ties back to roles and responsibilities

- **Recruitment and selection**
 - Recruitment and selection needs to be streamlined with oversight – role for Office of Strategy and Engagement and Office of City Clerk
 - Right staff, right councilors, right public members
 - Select chair from within the committee
 - Committees need to be transparent

- **Other ways to engage**
 - Need to consider other tools as well – neighbourhood groups, task forces, expert panels, citizen panels, forums, topic/issue specific groups

Key Findings from Other Municipalities

Comparative research involved a review of best practices in Canadian cities including interviews with Halifax, Ottawa, and Edmonton as well as a review of websites and current advisory committee protocols in Kelowna, Victoria, Fort Saskatchewan, Saskatoon, Guelph, London, Calgary and Waterloo. Research into other municipalities suggested the following:

- Cities are moving toward developing “public appointment policies,” with the general trend being to reduce the number of advisory committees and use other engagement tools.
- Advisory committees report to Standing Committees of Council and not directly to Council.
- It is typical for public members to chair committees, in some instances sometimes no Council participation is involved (i.e., citizens take the lead with staff support).
- Governance reviews are in place with term limits, standardized recruitment and reporting processes.
- There tends to be a level of “tension” between advisory committees and Council.
- The organization of information presented to the public (i.e. website, forms and resources) plays an important role in role clarification, recruiting and general awareness.
- Social media is starting to become a “game changer” in the advisory committee engagement process.
- Once an advisory committee is established they tend to not have an end point.
- Utilization of other engagement processes, e.g., task forces and neighbourhood associations is popular.

RECOMMENDATIONS

The following recommendations have been divided into sections reflective of research findings and key structural components. Recommendations include specific details pertaining to general governance; committee configuration of organizational members and the general public; roles and responsibilities as defined through terms of reference documents; and a breakdown of new committee structures, including the reporting processes. *The overarching goal of the following recommendations is to improve the function of City advisory mechanisms; ensuring that they are well positioned to function effectively as engagement tools as per their mandates and terms of reference.*

Recommended Advisory Structure

The following new committee structure is recommended. This structure adjusts some of the functions and responsibilities of existing committees; effectively improving overall functionality through the implementation of a more streamlined and consolidated approach. As displayed below, this new approach includes six advisory committees, two expert panels, two working groups and one task force.¹

¹ Structure of any new committees or other forms of engagement will be determined based on the nature of the project/issue.

<p>Advisory Committees</p> <p>These report to Standing committees</p>	<ul style="list-style-type: none"> • Older Adults Advisory Committee • Advisory Committee on Youth* • Inclusion and Accessibility Advisory Committee • Environmental Advisory Committee • Downtown Advisory Committee** • Arts, Culture, and Heritage Advisory Committee
<p>Experts Panels</p> <p>These report to standing committees</p>	<ul style="list-style-type: none"> • Built Heritage Experts Panel • Animal Control Experts Panel
<p>Working groups</p> <p>Council "Champion"</p>	<ul style="list-style-type: none"> • Housing • Para transit
<p>Task Force</p> <p>Reporting to Council</p>	<ul style="list-style-type: none"> • Crime - working groups

**It is recommended that the City develop a younger adult strategy as well and involve the Advisory Committee on Youth in its development. This strategy would consider recommendations from Roadmap 2021, the City's economic development strategy and link to the City's new Corporate Strategic Plan.*

***This committee will report to Council as it is more of a strategy committee*

Roles and Principles of Advisory Structures

Each of the advisory tools recommended (i.e. expert panels, working groups, task forces and advisory committees) have distinct roles and principles. The following table clarifies these roles and mentions key principles associated with each. It is important to note that advisory committees are intended to play a more focused policy role (i.e. long term).

Type	Roles	Principles
Advisory Committee (more policy focused)	<ul style="list-style-type: none"> • Provide citizen and organization expertise on matters relevant to the Committee's mandate • To provide information, receive or provide feedback • Involved in the development of solutions 	<ul style="list-style-type: none"> • Report to Standing Committee • Chaired by public • Designated Council member as spokesperson • Terms of reference • Minutes • Reporting • Staff Liaison
Task Force (or Ad Hoc Committee) (recommend solutions)	<ul style="list-style-type: none"> • Provide citizen and organizational expertise on specific set of defined topics/issues • To consider information, receive and provide feedback 	<ul style="list-style-type: none"> • Defined timeline • May recommend series of items for implementation • Chaired by public member or Council • Council rep. as spokesperson
Working Group	<ul style="list-style-type: none"> • Provide citizen or organization expertise or oversight on the development/delivery of project/program delivery 	<ul style="list-style-type: none"> • Assists in the delivery of an approved plan or strategy • Chaired by staff • Council Champion
Experts Panel	<ul style="list-style-type: none"> • Provide expert opinion of topics or issues within defined mandate 	<ul style="list-style-type: none"> • May or may not have a defined timeline • Report to Standing Committee • Chaired by expert or staff

Advisory Committees as Public Engagement Tools

Advisory committees are one tool the city uses to engage with the public. As public engagement tools, and as noted through the concerns raised in the Engage! Task Force report, the role of advisory committees as public engagement tools must be clear. The following recommendations are made:

- Membership and minutes of committee meetings to be posted online
- Organization members (defined by Committees' terms of reference) to be conduits to/from their respective organizations

- Role of committees in the spectrum of engagement should fall within the realm of “consultation”
- Advisory Committees are not advocacy committees
- Advisory Committees are not decision-makers but help inform decision-making process
- Use other engagement tools to complement Advisory Committees where appropriate

Recommended General Governance for Advisory Committees

- Remove “Mayor” from all titles of Advisory Committees
- Standardize processes from Terms of Reference, to recruitment/selection process for public members
- Staff lead/liaison assigned to each committee
 - Role to link across departments on issues addressed by committees
- May be more than one staff representative - one **Lead** staff who has authority and responsibility
- Office of City Clerk's role enhanced - oversight and content i.e., identify across committee issues/opportunities
- Committee agendas require focus, clear parameters for content, alignment with terms of reference/mandate. Agendas will be developed by lead staff in association with committee chair.
- Committees to follow their role in the engagement spectrum
- City will report on committees’ activities
- Host an annual “all committee” Forum – Committee members, Council, staff

Terms of Reference

Offices of City Clerk and Strategy and Engagement will be responsible for drafting terms of reference documents with input from relevant departments and the City Solicitor. It is recommended that all terms of reference documents include at least the following:

- a “cooling off” period for former members of council;
- term limits;
- membership and committee composition information;
- a clearly defined role for the committee Chair;
- a clear definition of committee purpose;
- committee mandate and deliverables;
- the roles and responsibilities of members organized by type including council, staff, public, public members representing organizations;
- reporting relationship and frequency;
- meeting frequency defined by the number of meetings to be scheduled per year;
- term of committee (ongoing, project/program specific, etc.) and;
- information and guidelines pertaining to conflicts of interest and rules of engagement

There may be other components specific to a particular committee which will be determined as terms of reference are being developed.

Recommended Committee Composition and Resources

As noted above the terms of reference will define committee composition. A process for recruitment will be developed which will essentially outline the process of creating "calls for interest" including the creation of standardized application forms, online recruitment processes and frequently asked question sheets.

It is also recommended that a membership selection committee be struck that would see the Office of City Clerk and the Office of Strategy and Engagement oversee selection with input from relevant departments in adherence with the terms of reference. The development of an orientation handbook is also recommended that will act as a cohesive source of information to committees, orient them to their role and support governance. This guidebook will include references to the roles of all members, defined terms of reference, governance issues, and rules of engagement. Communications strategies will also need to be developed to guide reporting of committee work to Council and the public.

Each of the recommendations presented above will adhere directly to aforementioned terms of reference, and will play an important role in overall standardization of process.

Chairs of Advisory Committees

It is recommended that advisory committees be chaired by members of the public. Public members chairing these committees will express the intent of the committee and be integral in the "advisory role" of the Advisory Committee. The Terms of Reference will define the role and expectations of the Chair.

NEXT STEPS

Implementation Process

The graphic below depicts the implementation process, each major action, and relevant information pertaining to each.





Subject: Stormwater Financing Project Update, City Wide

Reference:

Date to Council: June 12, 2023
Author: Marc Di Domenico
Project Administrator
(519) 255-6100 Ext. 6452
mdidomenico@citywindsor.ca
Corporate Projects - Engineering
Report Date: May 26, 2023
Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **RECEIVE FOR INFORMATION** the Stormwater Financing Project Update report, including the revised timeline; and,
- II. THAT City Council **ENDORSE** the Stormwater Financing Definitions and Policies described in Appendix A; and,
- III. THAT City Council **APPROVE** an additional \$100,000 to support the necessary activities required to extend the Implementation Phase, including for additional notice and enhanced public engagement and education, to be funded as the first charge to the Stormwater Budget; and,
- IV. THAT City Council **PRE-APPROVE** and **AUTHORIZE** Administration to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal form to the Commissioner of Legal & Legislative Services, in financial content to the Commissioner of Corporate Services CFO/City Treasurer, and in technical content to the Commissioner of Infrastructure Services.

Executive Summary:

N/A

Background:

The City currently uses sewer surcharge, grants and development charges to fund the operational, maintenance and capital improvement costs associated with the stormwater sewer system. The City's sewer surcharge budget funds operating and capital costs for *both* sanitary and stormwater systems. Due to the increased emphasis on sewer infrastructure in recent years as a result of more frequent and aggressive rainfall weather events, the City's capital program for both wastewater and stormwater has grown from approximately \$5 million in 2002 to the current \$48.3 million in 2023.

A Study was performed in 2018 by WSP E&I Canada Limited (formerly known as Wood Environmental & Infrastructure Solutions) to provide an assessment of Windsor's existing stormwater management level of service (LOS) and funding model, and report on new funding options capable of providing dedicated and better distributed funding models.

In January 2021, City Council endorsed the Stormwater Financing Study (Council Report C243/2020, Council Decision CR42/2021) which included the following key elements: segregation of stormwater from wastewater funding; proposed level of service program and five-year phase-in period for an enhanced future stormwater program; and a new user-fee funding model. A copy of the Study report and video presentation can be found on the project website page: <https://letstalk.citywindsor.ca/stormwater-financinghttps://www.citywindsor.ca/residents/building-Windsors-Future/Pages/stormwater-financing-our-future-needs.aspx>.

In December 2021, Council approved the implementation of a dedicated stormwater financing model to fundamentally change funding towards a more distributable model (Council Report C163/2021, which can also be found at the project website, Council Decision B31/2021). This new stormwater model is not an additional fee, but breaks down the existing sewer surcharge into two distinct sewer system revenue streams: wastewater (sanitary) sewer surcharge, which is calculated using the existing sewer surcharge method based on water consumption; and a stormwater fee, which is calculated using a new stormwater model based on the amount of impervious surface area on a property, which contributes to runoff. Basing the stormwater fee to a property's impervious surfaces has proven to be a fairer and more equitable methodology than basing it on the current sewer surcharge calculation (i.e. water usage), and better aligns with the notion of billing by the amount of stormwater runoff generated by each property. By minimizing the amount of paved land and properly maintaining the runoff from these surfaces, all property owners can help manage stormwater demands. The fairness in cost apportionment between residential and non-residential property classifications is also improved as non-residential properties generally contain larger impervious area surfaces and contribute more water runoff into the stormwater management system, yet currently pay a smaller contribution of the overall sewer surcharge revenue compared to residential properties.

Discussion:

This report serves as an update on the work performed to date and to establish the plan moving forward based on early findings.

An Executive Committee was established at the onset to oversee progress of the implementation work plan and provide direction throughout the project. The Commissioner, Corporate Services – CFO/City Treasurer serves as the Project Sponsor and where the Executive Committee is represented by Engineering, Finance, Asset Planning and Legal departments. The Corporate Projects division is administering the project alongside the Finance Department. The Implementation Timeline developed in the previous phase grouped activities through core working group pillars where an update on the progress achieved by each is outlined below:

Program Policies & Legal

This pillar is responsible for the establishment of policies related to distribution of costs, definitions, exemptions, credit policies, and billing. Work commenced to establish several key definitions necessary to process and quantify newly captured aerial data and begin formulating the basis of the stormwater fee calculation, including: impervious area; residential property type; multi-residential, non-residential & other property types; owner; developed property; and undeveloped/vacant property. All applicable definitions and policy rationale are described in Appendix A, and will be used to inform the stormwater bylaw. As well, 19 impervious area types were defined and where qualification towards a property's impervious area calculation was determined, including building, patio, driveway, parking lot, sidewalk, shoulder, compacted ground and material stockpiles, among others. Each of these impervious area types were assigned a discrete layer in the dataset and the surface types marked accordingly, as described below in Data Management. Property Codes were used to assign designation between one of two property types for billing purposes: Residential; or Multi-Residential, Non-Residential & Other. The billing methodology for each of these two property types differs, necessitating that the property code aligns with the property type definition for billing accuracy. Residential properties are billed under a tiered system, whereas Multi-Residential, Non-Residential & Other properties are billed in direct proportion of the amount of impervious area on the property. Development of the calculation methodologies are described in Data Management.

Legal, technical and policy-driven exemptions were studied to understand the property types that might be exempt from the stormwater charge. Sanitary sewer surcharge exemptions were used as a guide to inform the stormwater exemption policy. Currently, City-owned sites are subject to sewer surcharge, and it was decided stormwater-related fees would also apply to City-owned properties. Administration is of the view that the stormwater system and service is not provided on the basis of metering the charge or use of the system but rather that this is a charge for a public service that is used and contributed by everyone. This encourages fair distribution of cost for flood reduction mitigation and proper functioning of the City's infrastructure assets as everyone benefits from a well operating drainage system and supports an equitable policy. To that end, only those subject to mandatory exclusion were determined to be exempt from the stormwater fee. Legislative review identified that through section 58 of the Education Act, primary and secondary school boards having a registered board number are exempt from paying the stormwater fee. This is consistent with the position taken by the Ontario Ministry of Education in 2013, when it wrote to the Cities of Kitchener and Waterloo stating that school boards within those cities would be exempt under the Education Act from paying the stormwater fees proposed by those municipalities.

Work is underway with developing a credit program for the stormwater fee to reward property owners that implement stormwater stewardship practices that complement and assist function of the stormwater management system. Since the stormwater fee is a charge for service, it is imperative a rational relationship exists between the credit and the benefit to the City's stormwater management program. The basic principle of providing a credit is not the reimbursement for a one-time investment, but to recognize the cost of ongoing operation and maintenance of a structure, where these practices can ultimately reduce the cost of publicly delivered stormwater services. Administration is working with WSP to develop a credit policy framework which identifies and addresses key criteria to form the structure of the policy, including: property type eligibility; qualifying stormwater management practices; credit amount; meets or exceed regulatory requirements; voluntary or mandatory implementation; cap on eligibility; and administrative oversight. Credits offered will align with the City's needs and the conditions sought to better manage and improve the function and efficiency of the stormwater management system, with efforts focusing on stormwater runoff retention, peak flow attenuation and water volume management being prioritized. Similarly, an incentives program is being considered to provide residential property owners one-time financial assistance for investments in stormwater management practices that align with the City's objectives. An incentives program provides residential owners a way to directly engage in the stormwater program and provide a benefit to environment and stormwater system. Development of these programs continue and will be presented to Council at the next project update.

Legal review of key policy recommendations occurs to ensure compliance with local and provincial regulations, where findings will form the basis of the stormwater fee by-law.

Data Management

This pillar is responsible for identifying and capturing parcel data required to quantify the preferred rate structure and billing process. Aerial photography of all properties within Windsor was taken in spring 2021 and impervious layers added by the vendor. The data was reviewed extensively for orthographic anomalies, impervious area layer accuracy and definition, and property information. Properly designating impervious area surfaces appropriately on each property is critical for implementing this funding model that is founded on data-based principles. This data was merged with other City databases to develop a parcel database for stormwater fee billing purposes, itemizing each parcel with property details (address, owner, property code, roll number, etc.) and the corresponding stormwater fee variables such as impervious area. The parcel database evolved as additional billing variables were developed in coordination with the Program Policies group, where the considerable amount of available and applicable data was used to determine the Billing Unit, residential tier structure and Billing Unit fee through a statistical empirically based approach. Following similar principles set forth in other municipalities of letting the data define the billing parameters, the Billing Unit was calculated as the average impervious area value for single family detached properties and serves as the basis of establishing the residential tier structure. It also informs the minimum impervious area threshold for which properties below this value are excluded from paying a stormwater fee, and represents 10% of the Billing Unit value. Please note all applicable definitions and policy rationale are described in Appendix A.

A histogram of single family detached data was plotted to begin formulating a tiered billing structure based on a rational and representative distribution. Multiple billing structures (3-tier, 5-tier) were conceived and analyzed, where it was ultimately determined that a three-tier structure would be more efficient to administer and represented a simpler and more balanced distribution of costs across the varying residential property sizes in Windsor. Residential properties will be billed according to the applicable tier based on the amount of impervious area on the property, where the stormwater charge is composed of a ratio of the Billing Unit Fee (refer to Appendix A Residential Tier Fee Structure for a preliminary tier definition). The Billing Unit Fee is a function of the required stormwater revenue budget needed to construct new and maintain existing stormwater management assets. Administration will propose a Billing Unit Fee to Council during the rate setting approval process in 2024. Multi-Residential, Non-Residential & Other properties will be subject to a rate commensurate with the amount of impervious surface area, thus paying an amount directly proportional to the number of Billing Units. Note that with this new model, the City's sewer surcharge budget will continue to fund operating and capital costs for the wastewater (sanitary) system, which is based on the current water consumption model.

Revenue Needs and Rates

This pillar is responsible for the separation of the existing Sewer Surcharge model into a separate Stormwater model and Wastewater model and the establishment of the respective annual rates. The allocations for separation into Stormwater and Wastewater are continuously being reviewed and will be updated on an annual basis. As the budget process begins for the year of implementation (i.e. 2025 Budget Year) the finalization of the separation of existing budgets, as well as creation of new budget issues will occur during budget development. Additionally, as recommended within the Stormwater Financing Study, a LOS review occurred and the initial 5-year phase-in plan for the suggested increase of \$15.9 million was confirmed. During the 2025 budget process, this LOS increase will again be reviewed and updated based on current City needs and brought to council for approval. Administration is working closely with the consultants at WSP in developing a Stormwater Rate Model for both Residential and Multi-Residential, Non-Residential & Other customers.

Billing Methodology

Council endorsed administering the stormwater charge using the existing Enwin Utility bill, maximizing the efficiencies of using an established billing process and providing property owners with a familiar, consistent and known billing service. Other municipalities that have implemented a stormwater financing program have typically used the local utility company to bill this charge with success. Administration signed an updated Master Services Agreement and is working with Enwin to establish the necessary stormwater accounts, bill format setup and develop procedures related to addressing data sharing protocols, account changes, customer complaints, and public communications. The stormwater charge will be billed monthly, similar to sanitary sewer surcharge, and will appear as a separate line item on the bill. The City will provide Enwin the stormwater charge amount for each property as determined by the

process outlined in earlier sections of this report, where impervious vector layers from satellite imagery will be used to calculate the charge for each property.

Public Involvement (Communication and Engagement)

A Communication and Engagement Plan was prepared by WSP to provide details around the design and implementation of the engagement activities. An important component of this was the formation of a Stormwater Advisory Group (SAG), which is comprised of stakeholders from residential, manufacturing, business/retail, institutional and environmental groups. The SAG convened to understand the City's stormwater management services and challenges and the need to implement a new funding methodology. The SAG has been updated on progress and has the opportunity to share their feedback as we advance to implement the program. Meetings with the SAG have occurred on December 7, 2022 and May 10, 2023.

Recent efforts have focused on data processing and impervious area layer modelling, billing analysis, and finance activities. However, the project website was transitioned to the Let's Talk Windsor site to serve as a hub where information can be shared as it becomes available and will allow residents the opportunity to access more information as the project progresses. The site is available to connect, share and interact with residents and is located at <https://letstalk.citywindsor.ca/stormwater-financing>.

Additionally, work has commenced to develop a stormwater fee estimator tool to provide property owners the opportunity to view details of their property while understanding how it aligns within the principles of the new stormwater funding model.

General Findings and Fee Impact

A primary outcome of the Study performed in 2018 focused on identifying and proposing alternate funding models dedicated to supporting stormwater management costs. As is normally done for studies, several assumptions and comparisons with other similarly sized municipalities were made to arrive at several estimates, including impervious area coverage, runoff coefficients and billing units. However, during detailed data analysis of aerial imagery and impervious area layer modelling performed in 2022, which represents actual real-world conditions, it was noted that Windsor has a lower than average impervious surface area in both the residential and non-residential sectors compared to other municipalities. The Study referenced other southwestern Ontario (SWO) municipalities in developing Windsor's estimate for runoff coefficients, which is based on urban density and impervious area metrics. Analysis of the acquired detailed data revealed Windsor's actual runoff coefficient was significantly lower than estimated. Since impervious area forms the basis of the billing calculation and derives the Billing Unit figure, a lower impervious area results in less Billing Units overall and requires a larger contribution of costs, meaning stormwater fees will be higher than expected for all property owners. Compounding this is Windsor's reliance on substantial stormwater management infrastructure to control stormwater runoff during rain events in order to mitigate flooding. Windsor's flat topography demands an effective stormwater management system by requiring more stormwater pumping stations and retention infrastructure compared to other SWO municipalities such as Mississauga and Vaughan, which are more populous and have a larger area. Further, Windsor has a

large combined sewer system, aging infrastructure and large municipal drains that those municipalities do not, leading to a much higher stormwater management budget.

Administration developed preliminary estimates of the stormwater and sanitary sewer fees through the new program for all properties in order to understand the fee impact between the current and new funding models. Residential and small to medium sized (by area) non-residential businesses will experience an initial fee reduction in sewer surcharge rates compared to the current program. This aligns with findings of the Study, and is due to using impervious area to derive the funding model rather than through water consumption, where the modestly sized nature of these properties results in a lower fee compared to using water consumption rates, and better reflects their charge to the amount of stormwater runoff created.

The financial impact to properties with high impervious areas, such as those having large building footprints and/or parking lots, is higher and aligns with the principle of fairly distributing the cost based on the amount of stormwater runoff produced. It is noted that parking lots, which currently may not pay any sewer surcharge, will now be subject to the stormwater fee since these properties are primarily paved (i.e. impervious surfaces) and thus produce stormwater runoff that is collected by the stormwater sewer system.

With the estimated financial impact on properties having large impervious area being significant compared to current rates, Administration is proposing the following:

1. reschedule the launch of the program (first billing) to January 2025, from January 2024; and
2. provide an enhanced education and communication program to property owners most affected.

The additional 12 months will provide time to perform the necessary education and public outreach activities while providing ratepayers sufficient time to budget and financially plan for the new billing structure. Table 1 lists the key milestones dates for the balance of the project:

Table 1: Proposed Implementation Key Milestone Target Dates

Key Milestone	Target Dates
Public Outreach and Enhanced Education & Communication Program	Spring 2023 – Spring 2025
Stormwater Advisory Group #3	Winter 2023/2024
Council Check-In #2	Winter 2023/2024
Ongoing Program Development	Winter – Spring 2024
Public Information Centre	Spring 2024
Council Check-In #3 (Rate Approval)	Spring/Summer 2024
1 st Billing	Winter (January) 2025
Post-Billing Period	Winter - Spring 2025

Phase-in Proposed Level of Service Changes	2025-2029
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Risk Analysis:

The risk associated with approving all of the recommendations in this report is at a low level. Stormwater fees provide a dedicated, stable, fair and equitable funding source. A well designed stormwater fee can give property owners an economic incentive to reduce the run-off from their property thereby reducing the costs associated with maintaining the overall stormwater system.

With the proposed funding model shifting to a concept centred on impervious surface area and some commercial/industrial properties expected to pay an increased share of the burden compared to existing level, there is risk of criticism from this sector, particularly those with large building and parking lot footprints. A minimum of three touch points with the Stormwater Advisory Group are scheduled in the Implementation Plan to ensure sufficient public consultation and education is available with all affected sectors (residential, commercial and industrial). Additionally, Administration is planning more focused consultations with property owners seeing significant increases compared to their current sewer surcharge rates.

Climate Change Risks

Climate Change Mitigation:

There will be no notable impacts to the City’s greenhouse gas inventories or mitigation actions as a result of implementing the Stormwater financing program.

Climate Change Adaptation:

Local climate change projections indicate that Windsor’s annual mean precipitation will continue to increase, as will the intensity of extreme precipitation events. This trend is already documented as Windsor’s annual mean precipitation baseline (1970-1999) was 918 mm, while the last decade (2010 – 2019) saw the annual average mean precipitation equal 1023 mm.

The City’s Climate Change Adaptation Plan, Action 7.2, recommends that the City explore options to implement stormwater financing mechanisms including effectively communicating and educating the public of any stormwater financing implementation decisions. As noted above, stormwater financing is one method to encourage property owners to minimize impermeable surfaces allowing for stormwater to infiltrate where it falls, reducing flow into the City’s sewer system. Understanding that Windsor’s climate change projections show increasing annual rainfall amounts, managing stormwater where it falls will add resiliency of the current system.

Financial Matters:

Council previously approved funding of \$1,630,000 to implement the new stormwater funding model, to be funded from future stormwater fees. Additionally, funds of \$117,957 were transferred from 7181013 (Phase 1 and Phase 2 of the Stormwater Financing project) through the capital variance process, as budget surpluses were realized in those phases. The total approved funding for the Stormwater

Implementation is \$1,747,957. Due to the enhanced public engagement and education as noted above, additional funds of \$100,000 are estimated to be required to support the necessary activities required to extend the Implementation Phase. Administration recommends the additional amount to be funded as a first charge to the Stormwater Budget bringing the total committed expenditures to \$1,847,957 for this project.

Consultations:

Carrie McCrindle – Financial Planning

Mark Spizzirri – Financial Planning

Janelle Coombs – Engineering

Adam Pillon – ROW

Karina Richters – Asset Planning

Natasha Gabbana – Asset Planning

Aaron Farough – Legal

Tony Ardovini – Deputy Treasurer - Financial Planning

Conclusion:

Administration continues with executing the implementation of a new stormwater financing model based on measured impervious area. Given the increased financial burden to some categories of properties, Administration has put forth a plan that focuses on enhanced education and consultation with property owners most affected. Funding stormwater system services through a property specific funding model remains equitable and more fairly allocates costs between residential and non-residential property. Administration will provide further updates to Council as outlined in the proposed timeline shown above.

Planning Act Matters:

N/A

Approvals:

Name	Title
Colleen Middaugh	Manager of Corporate Projects
France Isabelle-Tunks	ED Engineering / Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services – City Engineer
Shelby Askin Hager	Commissioner, Legal & Legal Services – City Solicitor
Janice Guthrie	Acting Commissioner, Corporate Services – CFO/City Treasurer

Name	Title
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Email
Elizabeth Treadway, Senior Vice President, WSP	elizabeth.treadway@wsp.com
Samantha Stokke, Senior Environmental Planner, WSP	samantha.stokke@wsp.com
Peter Simcisko, Managing Partner, Watson & Associates Economists Ltd.	simcisko@watsonecon.ca
Jeff Predote, Manager, Customer Care, ENWIN Utilities Ltd	jpredote@enwin.com
Chris Routliffe, Manager, Billing, ENWIN Utilities Ltd	crouliffe@enwin.com

Appendices:

- 1 Appendix A - Stormwater Financing Definitions and Policies (5 pages)

Appendix A: Stormwater Financing Definitions and Policies

Policies and definitions derived to develop the new stormwater financing funding model.

Property Type Classification: Residential Property

A property that contains residential homes, including:

- single detached homes
- townhomes
- rowhouses
- semi-detached homes
- linked homes

Property Type Classification: Multi-Residential, Non-Residential & Other Property

A property that satisfies either condition:

a) contains three or more residential units, including:

- multi-residential
- condominium

or,

b) contains, or is zoned for, industrial, commercial or institutional uses, including:

- non-residential
- mixed-use properties
- institutional
- industrial
- commercial
- parking lots

Owner

The registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy, and may extend to any occupant, lessee, tenant or any other persons.

Developed Property

A property (Residential or Multi-Residential, Non-Residential & Other) exceeding the Billing Unit Minimum Threshold value for impervious area.

Undeveloped/Vacant Property

A property (Residential or Multi-Residential, Non-Residential & Other) having less than the Billing Unit Minimum Threshold value for impervious area is exempt from the stormwater charge.

Impervious Area

Total area of paved or hard surfaces, disturbed or compacted soil stripped of vegetation and other surfaces on a property which decreases the amount of water that infiltrates into the ground, increasing stormwater runoff. Please refer to Appendix A for Impervious Area Layer Definition and Rationale.

Property Type Designation

Each property is designated an MPAC Property Code based on its classification and use. The Property Code was used as the first criteria to determine the appropriate Property Type designation: Residential; or Multi-Residential, Non-Residential & Other. Parcels were then further reviewed by their zoning designation and ownership type to confirm they were appropriately allocated to the correct Property Type designation.

Billing Unit

Calculated as the average impervious area for single family detached homes. *Currently, the Billing Unit is 251 square meters.*

Billing Unit Minimum Threshold

Calculated as 10% of the Billing Unit. Properties having Impervious Area value below the Billing Unit Minimum Threshold are not subject to the stormwater charge. *Currently, the Billing Unit Minimum Threshold is 25.1 square meters.*

Residential Tier Fee Structure

Three-tier fee structure was selected as it better balances and proportions property sizes, by impervious area, across the sample size. This balanced distribution across each tier is shown in the table below. A three-tier fee structure was also deemed to be less complex and more efficient to administer.

Item	Tier-1	Tier-2	Tier-3
Percentile (# properties*)	Smallest 25%	Next 50%	Largest 25%
Impervious Area Range	25 - 175 sqm	176 - 300 sqm	301+ sqm
Tier Ratio	0.6	1	1.6
Charge (\$) = Tier Ratio x Billing Unit Fee	0.6 x Billing Unit Fee	1 x Billing Unit Fee	1.6 x Billing Unit Fee

* parcel size by impervious area

Note: preliminary tier structure ranges; subject to change upon data refinement

Legal Exemptions

Education Properties

- Section 58 of the Education Act states “a by-law imposing fees and charges passed under those provisions does not apply to a board”. As a result, primary and secondary school boards in Windsor are exempt from the stormwater fee, and include the property owners listed below:
 - **Greater Essex County District School Board** – English public school board
 - **Windsor Essex Catholic District School Board** – English Catholic school board

- **Conseil Scolaire Catholique Providence** – French Catholic school board
- **The Conseil Scolaire Viamonde** – French public school board
- The Ontario Ministry also notes “John McGivney Children’s Centre School Authority” as a board located in Windsor (Board Number B80047), and thus the property owner listed below is exempt from the stormwater fee:
 - **John McGivney Children’s Centre**

Appendices:

- A. Impervious Area Layer Definition and Rationale (2 pages)

Appendix A: Impervious Area Layer Definition and Rationale

Layer Name	Layer Definition (Consultant - First Base)	Layer IA Eligible	Rationale
Building_Area	All building structures that prevent water from penetrating the ground including houses, buildings, separate garages, workshops, and permanent/semi-permanent structures (gazebos, shed, dog houses, etc)	Yes	Hard surface, per Impervious Area definition
Driveway_Area	All asphalt, interlocking brick, concrete or gravel driveways	Yes	Paved or hard surface, per Impervious Area definition
Patio_Area	Private patios in backyards made up of asphalt, brick, concrete, etc	Yes	Paved or hard surface, per Impervious Area definition; excludes non-compacted gravel surfaces
Pool_Area	Both in-ground and above ground pools (public and private)	Yes	Hard surface which prevents water infiltration into the ground, per Impervious Area definition
Accessway_Area	Long gravel driveways in rural areas >25m in length. Found in existing Windsor 2019 DTM data	Yes	Paved or hard surface, compacted soil, compacted gravel, per Impervious Area definition
ParkingLotGravel_Area	All public, private, commercial, industrial lots that are gravel	Yes	Compacted soil, compacted gravel from vehicle use, per Impervious Area definition
ParkingLotPaved_Area	All public, private, commercial, industrial lots that are asphalt, concrete, interlocking brick, etc	Yes	Paved or hard surface, per Impervious Area definition
RoadGravel_Area	All public gravel roads. Found in existing Windsor 2019 DTM data.	Yes	Hard surface, compacted soil or compacted gravel from vehicle use, per Impervious Area definition; includes unassumed or private road
RoadPaved_Area	All public asphalt roads captured at outer edges. Found in existing Windsor 2019 DTM data.	Yes	Paved or hard surface, per Impervious Area definition; any property (non-ROW) with a road on it qualifies; includes unassumed or private road
Shoulder_Area	Extent of paved, gravel, or combination of the two shoulders.	Yes	Paved or hard surface shoulder adjacent to road; if Shoulder on private road then it will be assessed; public road Shoulder encroaching on private property will be excluded from IA value
Sidewalk_Area	All sidewalks made up of gravel, asphalt, concrete, brick, etc	Yes	Includes any sidewalk or hard surface located on private property such as private sidewalk, walking area, parking lot island, etc
SiloFarmIndustrial_Area	All silos	Yes	Hard surface, per Impervious Area definition; silo requires a building permit, so should be treated as a Building
TankPetroleum_Area	All tanks	Yes	Hard surface which prevents water infiltration into the ground, per Impervious Area definition

TankWater_Area	All tanks	Yes	Hard surface which prevents water infiltration into the ground, per Impervious Area definition
Sidewalk Private	All sidewalks made up of gravel, asphalt, concrete, brick, etc	Yes	Includes any sidewalk or hard surface located on private property such as private sidewalk, walking area, parking lot island, etc
Compacted Ground and Material Stockpiles	All compacted ground such as that used for transportation (parking lot, roads, accessways) and areas covered by material stockpiles	Yes	Ground compacted from vehicle use or prolonged storage of material (aggregate, stone, sand, etc) preventing water from infiltrating ground beneath the stockpile, per Impervious Area definition
Artificial Turf (stadium)	All artificial turf surfaces used in stadiums or sports fields	Yes	Used in situations where a drainage system exists under the artificial turf and water flows into a stormwater asset
Artificial Turf (permeable)	All artificial turf surfaces used in residences, parks or non-sports field use	No	Used in situations where a drainage system does not exist under the artificial turf; artificial grass is typically permeable and laid over screening, which allows for water infiltration
RoadUnderConstruction_Area	All public under construction roads captured at outer edges. Found in existing Windsor 2019 DTM data.	No	Surfaces under construction will become a road or new structure in near future at which time City will assess IA impact

Subject: Response to CR133/2023 - Private Culvert Rehabilitation Program - City Wide

Reference:

Date to Council: June 12, 2023

Author: Amy Olsen

Technologist III

(519) 255-6257 ex 6562

aolsen@citywindsor.ca

Engineering

Report Date: 5/29/2023

Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** the Private Culvert Rehabilitation Program outlined in this report; and
- II. THAT Council **APPROVE** the Private Culvert Rehabilitation Program costs be funded through the existing Flood Abatement Measures Project 7169001.

Executive Summary:

N/A

Background:

On March 20, 2023, Administration brought a report to Council outlining the current process to rehabilitate private culverts within the City of Windsor, as well as information on a potential rebate program to assist residents with this cost.

Moved by Councillor Renaldo Agostino and seconded by Councillor Fabio Costante, CR133/2023 required that Administration **BE REQUESTED** to create a program for Private Culvert Rehabilitation for Council's consideration.

This report provides the above requested information.

Discussion:

If Council were to approve the implementation of a Private Culvert Rehabilitation Program, the application and approval process has been outlined below.

Subsidy Requirements:

1. Culvert and ditch must be located within the Municipal right-of-way (not within private property).
2. All eligible Culvert Rehabilitation work must be completed under a Right-of-Way permit, to the satisfaction of the City Engineer.

Any work performed by a homeowner themselves does not qualify for subsidy

3. Program is available to owners of existing residential dwellings (single family and duplex homes) with a maximum of two units located in the City of Windsor.

Application Process:

1. Homeowner/Contractor to submit the following information prior to any rehab work on their existing culvert to the Engineering Department (refer to City of Windsor Drawing **AS-209A** for culvert information):
 - a. Right-of-Way Permit Application, complete with the following:
 - i. Existing & proposed culvert diameter
 - ii. Existing upstream & downstream culvert diameters
 - iii. Existing & proposed culvert length (end to end)
 - iv. Existing & proposed culvert material
 - b. A drawing, outlining the scope of work
 - c. Photos of the existing culvert, including any compromised areas
2. The application will be reviewed to determine whether the property is eligible for the rebate program and the permit issued accordingly.
3. Complete the work and obtain the appropriate inspections. Do not pay the contractor in full until confirmation that the work passed the final inspection is received.

Rebate Process:

1. To be considered for the Culvert Rehabilitation Rebate, an Owner must apply for the program at anytime throughout the permit process or within six (6) months of the permit passing final inspection.
2. Once the work is completed under a Right-of-Way permit and has passed final inspection, the owner must provide evidence of a **paid invoice** from their

Contractor. The invoice must show a cost breakdown of the charges related to the culvert rehabilitation.

Eligible Amounts:

The incentive values identified are based on high-level industry estimates for different types of culvert replacements and are estimated with consideration given to the variation in cost for each type of work, as well as determining what would make a reasonable and manageable subsidy for the City of Windsor to provide to property owners. The rebate incentive is intended to cover a portion of the total cost of replacing a lawn or driveway culvert and would not be applicable for new culvert installations. If a property having multiple culverts within the right-of-way requires rehabilitation, the City Engineer will review on a per case basis to determine whether the applicant would qualify for multiple rebates.

Culvert Type/Size	Subsidy Amount
Small Culvert - diameter up to 18" (0.46m)	100% of cost (\$500 maximum)
Medium Culvert - diameter from 18" to 48" (0.46m-1.2m)	100 % of cost (\$1000 maximum)
Large Culvert - diameter greater than 48" (1.20 m)	100% of cost (\$2,000 maximum)
Bridge Culvert	100% of cost (\$5,000 maximum)

What the Program does not cover:

1. Private culverts located over a Municipal Drain, as the cost of Municipal Drain infrastructure is assessed to benefiting landowners, following the individualized Drainage Report prepared under the Drainage Act.
2. Construction of a new private culvert (this program only covers the rehabilitation of existing culverts).
3. Any culvert work completed without a permit.

Additional Items to Note:

1. Subsidies for eligible work are subject to available funding and provided on a first-come, first-served basis.
2. Subsidies are provided one time only, per property, and on a no-fault basis. In the event that a property has multiple culverts requiring rehabilitation, the City Engineer will determine if a rebate can be provided for subsequent culverts.
3. The subsidy is available only to existing residential dwellings with a maximum of two units (single family, duplex and freehold townhomes), not residential dwellings in the planning stages or currently under construction.

Risk Analysis:

While the risk is considered low, due to the amount of interest shown in private culvert rehabilitation within the right of way to date (approximately 12 per year), there is the potential for damage and flooding to the upstream residents, if a culvert fails due to lack of maintenance or repair.

Risks in proceeding with the program are mitigated by requiring an application, permit and inspection of the work. This allows for the proposed work to be assessed and approved before it is commenced, inspected while it is being completed and is required to be completed by a contractor. These steps help ensure that the work will be completed to City Standards.

Climate Change Risks

Climate Change Mitigation:

Future construction projects will result in Greenhouse Gas (GHG) emissions that are accounted for within the annual Community GHG emissions inventory.

Climate Change Adaptation:

Future significant storms are likely to occur again and could lead to further instances of overland flooding within the City. While there will always be the risk of overland flooding, this can be mitigated by conveying storm water to the Municipal storm sewer system thus reducing the level of ponding on private property.

Financial Matters:

If Council were to approve the Private Culvert Rehabilitation Program, Administration estimates the total annual subsidy payments expected could range anywhere between \$500 and \$60,000 based on the estimated 12 applications per year. The program is proposed to be funded from the Flood Abatement Measures Project 7169001 as it relates to mitigating possible flooding of upstream drainage ways. The Flood Abatement program has adequate funding available should Council wish to proceed with this new subsidy program. The Flood Abatement Program Project is currently included in the 10-year capital plan with funded of approximately \$4.5M in funding allocated annually.

Consultations:

Kristina Savi-Mascaro, Purchasing, Risk Management & Provincial Offences

Andrew Lewis, Right of Way & Field Services Coordinator

Roberta Harrison, Maintenance Coordinator

Ian Wilson, Engineer II

Tom Graziano, Drainage Superintendent

Phong Nguy, Manager of Contracts, Field Services and Maintenance

Shawna Boakes, Executive Director Operations/ Deputy City Engineer

Linda Mancina, Financial Planning Administrator, Engineering

Cindy Becker, Financial Planning Administrator, Public Works

Conclusion:

Administration has reviewed and provided Council with pertinent information related to the implementation of a Private Culvert Rehabilitation Program and recommends approval of said program.

Planning Act Matters:

N/A

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
France Isabelle-Tunks	Executive Director, Engineering/Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Acting Commissioner, Corporate Services CFO / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Subject: 2024 Proposed Budget Process & Timeline - City Wide

Reference:

Date to Council: 2023-06-12

Author: David Soave

Manager, Operating Budget Development & Control

519-255-6100 Ext. 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: 2023-05-25

Clerk's File #: AF/14585

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Office of the Chief Financial Officer & City Treasurer dated June 12, 2023 regarding the 2024 Proposed Budget Process & Timeline **BE RECEIVED** for information; and,

THAT Council **APPROVE** the Operating & Capital Budget timelines for the development of the 2024 Operating & Capital budgets as outlined in Table A (Operating & Capital Budget Timeline) of this report; and,

That Administration **BE DIRECTED** to bring forward a 2024 Operating Budget that provides options to mitigate a potential property tax levy increases through departmental reduction options totalling 5% of their prior year's net operating budget; and,

THAT City Council **CONFIRMS** that Administration is to develop the 2024 10-year Capital Budget based on current funding level projections, inclusive of the operational (tax levy based) transfers to capital being maintained at current 2023 levels; and,

THAT City Council **APPROVE** the renewal of the subscription for Balancing Act Software Solution to be used as a public engagement budget tool in advance of the 2024 budget and that it be funded by one-time dollars already approved in the 2023 operating budget.

Executive Summary:

N/A

Background:

The 2022 Operating and Capital Budgets received City Council approval on April 3, 2023 (B4/2023 & B5/2023).

Discussion:

Proposed Timeline Options

The following table outlines the proposed process and timeline for the development of the 2024 Operating and Capital budgets.

Table A: Operating & Capital Budget Development Timeline

Description	Date
1. Budget Process & Timeline Report to Council	06/12/2023
2. Budget Guidance Document to Executive Directors	06/13/2023
3. Budget Development (Capital)	06/13/23 – 09/01/23
4. Budget Development (Operating)	06/26/23 – 10/06/23
5. Administrative Review (Capital)	10/09/23 – 10/13/23
6. Administrative Review (Operating)	10/23/23 – 10/27/23
7. Administrative Recommendations	10/16/23 – 11/24/23
8. Recommended Budget Documents Prepared	11/27/23 – 12/15/23
9. Recommended Budget Tabled with Council / Public	12/18/23 – 01/12/24
10. Final Council Budget Deliberations	01/15/2023

2024 Budget Process

The 2024 Budget Process will officially get underway as of this City Council meeting, dated June 12, 2023, and will be followed by an internal “Budget Guidance Document” to City Departments. This document will include the budget process timelines and guidelines for the development of the 2024 budget, inclusive (but not limited to) the following:

1. Salary Budget Development Guidelines
2. Fringe Benefit Allocation Rates
3. Vehicle Rental Rates
4. Insurance Rates

5. Utility Rates
6. Computer / Maintenance Charges
7. One-Time Funding Requests
8. Identification of Capital Items not Previously Addressed in the 10-year Capital Plan
9. Climate Change and Environmental Sustainability Considerations

Departments will be asked to complete their operating budget issues and capital budget requests based on CLT guidance. As part of this work, opportunities and risks will be identified and upon completion, the CLT will reconvene for their Administrative Review sessions to determine a preliminary recommended operating and capital budget. A recommended budget will be tabled with City Council and the public by mid December of 2023 with an expected Council budget deliberation date in early January of 2024.

Public Engagement

This report outlines the 2024 Budget Process for City Council, along with the timelines for the development of the operating and capital budgets. One of the key elements of this process is continuous communication between citizens, elected officials and administration. Citizen participation in the budget process provides the public with an opportunity to be part of the decision making process that influences the allocation of limited public resources.

Several phases in the budget process allow for the public and various stakeholders to provide input regarding the 2024 budget process. Council's deliberation of this report outlining the budget process and timelines, provide an initial opportunity at the outset of the budget development process. A further opportunity for feedback occurs with the tabling period of the recommended budget, which takes place prior to final budget deliberations, at which time the public may either appear as a delegation or provide their concerns in writing.

Departmental Public Engagement Sessions

Throughout the year, departments engage residents in many public consultation sessions to deal with various municipal matters. An exhaustive listing of the departmental public engagement and consultation sessions are provided in **APPENDIX A** of this report. These numerous community involvement initiatives and public engagement opportunities occur over the course of the department's day-to-day operations on multiple issues and are an extremely valuable tool in providing guidance as it relates to the annual budget development process and recommendations.

Public interaction and constituent feedback gathered during these ward sessions and public consultations are extremely valuable and help to inform municipal decisions by elected officials and administrative staff. This public feedback will help to guide Council as they prioritize service level decisions during the development of the 2024 municipal budget.

Ward Meetings

On an annual basis, residents are provided an opportunity to participate in in-person ward meetings hosted by the Mayor and all members of City Council (traditionally held during the fall timeframe). In recent years, COVID-19 restrictions limited the opportunity for in-person gatherings, and therefore, the annual ward meetings were held virtually via Zoom in an effort to enable social distancing.

These meetings allow the Mayor and Councillors an opportunity to provide brief updates regarding neighbourhood-specific projects and activities, while residents are able to ask questions and provide feedback. Ward meetings are an excellent opportunity for valuable feedback, since they allow participants to provide input on specific neighbourhood matters and more macro items that impact the entire City in a less formal setting. Further Information regarding Ward Meetings will be communicated by the Council Services department at a later date.

Public Engagement Tool

The three modules implemented for the 2023 Budget Process are detailed below:

Budget Simulation: This tool provided the residents with the opportunity to adjust the current spending for each of the City's services while maintaining a balanced budget. The users were able to experience first hand the challenges of increasing spending on certain services while maintaining the current overall level of spending. This tool also acted as an educational opportunity as residents were able to access layers of service descriptions and see where their tax dollars are allocated. In addition, users were able to provide comments for each of the City's services, which assist City Council and Administration in the budget development process.

Taxpayer Receipt: This tool provided residents with a valuable education component to the public engagement experience. Taxpayers were able to enter the total taxes that they pay and were provided with a personalized "tax receipt" for their property tax dollars. This application is extremely educational as tax payers can see the various municipal services provided by the municipality and the amount they are funded from their tax bill.

Prioritize: This module was introduced for the development of the 2023 budget and is a new engagement tool that solicits taxpayer preferences on various capital programs and other initiatives of importance. It allows users to make selections and then rank their capital spending preferences. The resulting data provides a deeper insight into the priorities of residents as it relates to competing capital funding and corporate initiatives. Its user friendly design and simplicity is an attractive addition to the overall public engagement tools offered through Balancing Act.

These tools were available for public use from November 22, 2022 to January 6, 2023 (6 weeks). Common responses included decreasing spending on internal services that do not directly impact the community (e.g. finance, human resources, legal, etc.) and increasing spending on services that directly impact the community (e.g. social housing, children services, health services and roads infrastructure).

The tables below provide data gathered over the last two years of using Balancing Act as a public engagement tool during the budget development process. It is important to note that in 2022, the number of submissions declined over the previous year. This may be due to 2022 being an election year and residents providing their input during the election cycle.

Analytics

Total Page Views	2021: 2,180 2022: 2,917
Average Time Spent on Site	2021: 5 minutes, 59 seconds 2022: 4 minutes, 15 seconds
Total Time on Site	2021: 217 hours, 23 minutes 2022: 203 hours, 22 minutes
Total Budget Simulation Submissions	2021: 308 submissions 2022: 91 submissions

Top Sources		
	2021	2022
City Website	36%	24%
Social Media	37%	12%
Direct	22%	50%
Local News Media	3%	11%
Other	2%	3%
Total	100%	100%

Age Range		
	2021	2022
Age 30-49	41%	45%
Age 50-69	27%	29%
Age 18-29	16%	11%
No Response	13%	8%
Age 70+	3%	7%
Total	100%	100%

Social Networks		
	2021	2022
Facebook	87%	24%
Instagram	7%	58%

Devices Used		
	2021	2022
Desktop	47%	60%
Mobile Phone	47%	38%

Twitter	6%	18%
Total	100%	100%

Tablet	6%	2%
Total	100%	100%

Educational Opportunities

It is recognized that the actual data generated (i.e. the results) is perhaps not always the most important benefit gained from a public engagement simulation tool. In fact, it may be argued that the most significant benefit is the educational opportunity that arises for the public as they gain a better understanding of how municipal dollars are allocated and the difficult decisions that are required when it comes to balancing the municipal budget. Furthermore, the educational opportunity that is gained by City Council and Administration regarding how the public perceives the deliverance of municipal services is also a valuable outcome of public engagement. The resulting data generated by a simulation tool may not always be the anticipated or desired outcome; however, this should be viewed as an educational opportunity. Perhaps the opportunity exists for an educational campaign as it relates to certain municipal services or there may be a need for further public consultation on certain issues.

It is also important to note that over the last several years, various videos have been developed by the Commissioner of Corporate Services, CFO & City Treasurer and senior Finance Managers as a tool to educate the public on key budget highlights and how to better navigate and review the budget documents. The Communications area assisted with the creation and distribution of the videos through media releases and other social media platforms used by the City, such as Facebook, and YouTube. Total views are illustrated in the table below:

	Facebook Views	YouTube Views	Total Views
Budget Overview Video	444	101	545
Operating Budget Video	1,000	105	1,105
Capital Budget Video	804	107	911
Total	2,248	313	2,561

Moving Forward

It is Administration’s recommendation that Council approve the continued use of the Balancing Act solution as it provides the required functionality to educate the public and gain residents feedback in the budget development process. Balancing Act is also a partner company of Questica, the Corporation’s budget development software, which makes this an ideal solution. The two software are compatible, which allows for seamless integration between our existing budget data and the modules provided by the budget engagement tool.

Operating Budget Review Committee

During the 2023 budget development process, an Operating Budget Review Committee (OBRC) was formed to undertake a more participatory budget review of the 2023 operating budget issues. This allowed the committee to take an earlier look at the annual budget pressures and estimates that were being considered by Administration. This step in the process also allowed the OBRC to provide further direction on the recommended budget in advance of council's annual budget deliberations.

Based on feedback from the committee, it was suggested that the OBRC was extremely useful, specifically for the newly elected Councillors, and that this process should be used for the first year of each term of Council. This would allow the new Councillors sufficient time to orient themselves to the City's complex \$900 million gross operating budget by reviewing in more detail the many budget issues that are being considered by administration.

Risk Analysis:

There is a risk that the fiscal or service needs of the residents or achievement of Council's strategic goals for the 2024 budget will not be met. This risk is mitigated by early planning of the 2024 budget process.

Inflationary Pressures

Current macro and micro economic conditions such as changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services have dramatically increased to levels not seen in decades, and we continue to see significant cost increases in recent tenders for construction projects. This increased inflationary impact will continue to put substantial pressure on the 10-year capital plan going forward. Projects may require scope revisions and/or other projects to be deferred to free up the required funding. This has become, and continues to be, a significant risk that is being monitored and will be reported to City Council, along with proposed mitigating measures that administration has put in place, within the upcoming capital variance reports to Council.

While Council undertakes a practice of annually pre-approving various construction tenders, it is noted that tender pricing for capital projects is significantly impacted by seasonality and pricing is typically more competitive when tendered earlier in the year, during the construction off-season. Increased capital costs for the City could result from delays in approving the budget. As well, inflationary pressures in the post pandemic period continue to be a significant challenge to the budget. Therefore, all efforts should be made to maximize the purchasing power of the City with appropriately timed procurements.

Asset Management Plan (AMP)

The City's updated Corporate Asset Management Plan was presented and approved by City Council in 2019, CR424/2019. The report identified an annual shortfall of approximately \$30M in investments, which sustain our existing assets at current levels of service. The approval of the AMP and understanding of funding levels and

prioritization required for service sustainability resulted in the inclusion of an annual 1.16% increase to the capital budget. The plan has been extremely effective in bringing the annual budgets for the City's core assets up to sustainable levels to achieve the established service levels. Provincial legislation requires an update to the plan no later than July 1, 2024 to also include not only core municipal assets, but all municipal infrastructure assets, including those of ABCs such as Housing, Transit Windsor, and YQG Airport. The AMP will be updated, through the assistance of a consultant, to include the additional legislated requirements. This may require the continuation of the AMP annual increase and/or a change in the amount levied each year. Recommendations with options will be brought forward to Council once the AMP updates are complete. City Council also approved in 2023 a .25% levy increase over a 4 year period to assist in improving service levels for residential roads.

Service Enhancements/ Budget Pressures

There will be additional budget pressures in 2024 and beyond related to various Master Plans that have been approved by City Council in recent years. Many of the master plans are aspirational and both incremental capital and operating funding will need to be approved for some enhancements to proceed. The master plans are numerous, but include: Transit Windsor, Recreational, Sewer, Active Transportation, Parks, and Housing, amongst others.

Climate Change Risks

Climate Change Mitigation:

There are no climate change mitigation risks as a result of this report. The City of Windsor has an approved Community Energy Plan and Corporate Climate Action Plan. As stated in the Corporate Climate Action Plan, the City of Windsor will reduce its greenhouse gas emissions from our 2014 baseline by 20% by 2030 and 40% by 2041. Assessing projects and programs early on in their development as part of the budget process will provide the most opportunity to incorporate mitigation actions. Early identification of projects eligible for grant funding will assist administration to prepare for these opportunities.

Climate Change Adaptation:

There are no climate change adaptation risks as a result of this report. The City of Windsor has an approved Climate Change Adaptation Plan identifying climate risks to infrastructure and services. Recommendations are provided to strengthen Windsor's resiliency to the effects of climate change.

Financial Matters:

Operating Budget

Typically, budget pressures in the range of \$10-15 million have been faced on an annual basis. As in previous years, Administration will bring back options for a budget

that achieves the lowest possible impact on property taxes for its City Departments, while maintaining service levels and implementing priority service enhancements.

The City's Agencies, Boards, and Committees (ABC's) will also be asked to bring forward their budget requests for Council's review. Consistent with prior years, ABC's will be asked to minimize their budget requests, however these budgets are outside the control of Administration and will be brought forward for Council's consideration.

In an attempt to minimize the impact on property taxes, consistent with Council's goals relative to service levels, the following is being asked of all departments and levy funded ABC's.

- **DEPARTMENTS** - *To bring forward budget **reduction options** achieving 5% of the 2023 approved budget level.*
- **ABC's** - *To bring forward a budget resulting in a net tax levy for their ABC of not greater than their 2023 amount.*

Council is also reminded that the final change in property taxes for individual taxpayers will not be known until City Council has made final decisions as it relates to the 2024 tax policies, which is typically completed after the budget has been approved. Inevitably, due to the overall change in assessment values, there is a shifting of the tax burden between property classes and as well, amongst individual property owners within each property class. Further, there are many other decisions in consideration of provincial tax policies, which are to be made by Council that can affect the distribution of the tax levy. Additionally, the taxes paid by taxpayers include an Education amount, which is mandated by the Province of Ontario. Final impacts to each of the classes will not be known until the final tax policy decisions are approved by City Council in the second quarter of 2024. This report serves solely to set the 2024 budget timelines. It is not intended to address any items relating to property tax policy matters, which will be addressed early in 2024, subsequent to budget approval.

Capital Budget

The City's 2023 10-year Capital Budget is based on the expected funding levels from 2023 through to 2032. These funding levels are inclusive of operational transfers to capital noted as Pay-As-You-Go funding, as well as the approved Asset Management Plan levy of 1.16% annually through to 2025 to achieve funding levels needed to meet the recommendations required to sustain the City's existing assets at current service levels.

Council, as part of the 2023 Capital Budget, approved an extension of the current 1.16% levy for 2026 to provide additional funding for the Social Housing Repair and Renewal funding agreement and Housing Hub. Additionally, a further 0.25% annual increase from 2023 to 2026 was approved to expedite the rehabilitation of Local Residential roads in Windsor.

Should these funding levels be reduced there will be a direct impact to projects previously approved in principle from 2024 to 2032. The severity of the impact would be dependent upon the amount of funding which is reduced. In such a circumstance the

reductions would likely primarily impact projects which are service enhancements and/or growth type projects requiring that they be deferred or pushed out to later years with the focus of the remaining funding being directed as investments to sustainability projects. Administration would take a holistic approach to considering which projects to defer or cancel and bring these options forward to Council for deliberation.

Additionally, Council should be reminded that the City has committed current and future funding representing the City’s share of work related to several high-dollar grant opportunities, such as the Disaster Mitigation and Adaptation Fund (DMAF) and Investing in Canada Infrastructure Program (ICIP). Leveraging Federal and Provincial grant funding dollars provides the opportunity for major work to be carried out with considerable cost-sharing, however the requirement for the City to also contribute reduces Administration’s ability to delay or alter future projects should Capital Budget funding levels be reduced. The City continues to await further clarity regarding the inflationary impacts on multi year grant programs which will place further pressure on the City’s 10 year Capital Budget.

Given any reductions in capital funding are dependent upon the operating budget review, it is necessary for Administration to have early guidance on this matter in the event alternative funding levels are desired by City Council. As such, should City Council deem it necessary to consider the impact of reduced funding for the 2024 Capital budget it is requested that such direction be provided at the June 12, 2023 meeting in order to assist Administration in planning and creating a 2024 Capital budget which reflects the expected funding levels of City Council.

Consultations:

Corporate Leadership Team

Conclusion:

This report provides a recommendation by Administration to City Council as it relates to the proposed 2024 budget process and timelines.

Planning Act Matters:

N/A

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Control
Michael Dennis	Financial Manager, Asset Planning
Tony Ardovini	Deputy City Treasurer – Financial Planning
Natasha Gabbana	Senior Manager of Asset Planning

Janice Guthrie	Commissioner, Corporate Services / CFO (A)
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A: 2022-2023 Public Engagement & Consultation Initiatives

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
<u>Administration & Representation</u>			
Mayor's Office	Canada Day Parade	July	2022
	Hiram Walker 206 Birthday Celebration with Sculpture Unveiling & Fundraiser	July	2022
	Sewer Master Plan Update Press Event	July	2022
	Peche Island Boat Tours Press Event	July	2022
	Fujisawa Sister/Twin City Visit	July	2022
	Can-Am Police Fire Games Reception and Kick-off	July	2022
	Tour with Ministers Michael Ford and Steve Clark (Province of Ontario stakeholders)	July	2022
	Jackson Park Greenhouse Update Press Event	July	2022
	PRIDE Flag-Raising Ceremony	August	2022
	Renewable Energy Investment Announcement	August	2022
	Huron Church Road Reconstruction Announcement	August	2022
	Repair and Renewal Funding Announcement	August	2022
	Provincial / Division Road Corridor Press Event	August	2022
	Banwell Road Press Event	August	2022
	NR Can Charging Station Press Event	August	2022
	Dieppe Raid 80th Anniversary Commemoration for Veterans Affairs Canada	August	2022
	Provincial Offences Office Opening	August	2022
	Ojibway National Urban Park Town Hall	August	2022
	Gateway Park Improvements Announcement	August	2022
	Transit Windsor Amherstburg Partnership	September	2022
	Windsor Symphony Orchestra Season Opener - with Capitol Theatre Legacy Project	September	2022
	Queen Elizabeth II Funeral and Commemoration Initiatives	September	2022
	Capital Power Announcement	September	2022
	National Day for Truth and Reconciliation Public Engagement	September	2022
	Rosati Group and Windsor Islamic Association Ground-breaking	October	2022
	City and GECDSD Partnership for Community Spaces Announcement	October	2022
	Grace Site and Fairmount Properties Update	October	2022
	Ontario Government Tour Reception and Announcement	October	2022
	National Urban Park C-248 Panel	October	2022
	Certificate and Pin Ceremony for Windsor Police Service Honour Guard	November	2022
	Renewable Energy Announcement	November	2022
	Remembrance Day 2023 Commemoration Event	November	2022
	Inaugural Meeting of New Windsor City Council at the Capitol Theatre	November	2022
	International Children's Art Exhibition with International Relations Committee	November	2022
	Lublin Sister/Twin City Visit and Meeting	November	2022
	Bright Lights Windsor	January	2023
	Pre-Budget Consultations (Provincial Budget)	January	2023
	CIP Investment Announcements (various areas)	January	2023
	Mayor's Reception at Willistead Manor with Funding Announcements	January	2023
	Ojibway National Urban Park Announcement with Federal Minister	February	2023
	Capitol Theatre 100th Anniversary Legacy Celebration	February	2023
	Annual Warden's Luncheon	March	2023
MAGNA Jobs Announcement	April	2023	
Investing in Parks Budget Announcement	April	2023	
DMAF Funding Shortfall with upper levels of Government	April	2023	
Investing in Roads Budget Announcement	April	2023	
Official City Bird Announcement	April	2023	
Provincial Housing Funding Announcement	April	2023	
Investing in Transit Budget Announcement	April	2023	

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	Ojibway National Urban Park Announcement with Parks Canada	April	2023
	Chamber Remarks / State of the City Luncheon	April	2023
	Investing in Forestry Budget Announcement	April	2023
	White Memorial Park Unveiling	April	2023
	NextStar Energy and Federal Government Funding Impass - Petition & Press Event	May	2023
CAO's Office	BIA Governance	Various	2023
<u>Economic Development & Innovation</u>			
Building Services	-Chamber's 146th AGM	December	2022
	-Heavy Construction Association Meeting/Municipal Night Event	May	2023
	-Career Fair St. Clair College	November	2022
	-St. Clair College SKILLS ONTARIO judge	March	2023
	-St. Clair College Open House	March	2023
	-PAC & Student Placement Program Reception	May	2023
Economic Development	Twin Oaks Business Park Information Session	February	2023
	Capstone Infrastructure Engagement Event	Nov	2022
	Rose City Energy Engagement Event	Jan	2023
	Alectra Utilities Engagement Event	Dec	2022
	Capital Power Engagement Event	Dec	2022
	Residential Deep Energy Efficiency Retrofits Program Public Consultation	March	2023
	Report on the State of the Environment Public Consultation	Q1	2023
	Annual Earth Day Educational Event	April	2023
Information Technology	- Ongoing Feedback Related to MyWindsor Services - Review of Digital Modernization Opportunities with Strategy Corp	Nov/Dec	2022
Planning & Development	-Automobility and Innovation - 3475 Wheelton Dr South Korean Company to support Battery Plant	June	2022
	-Magna Modules Expansion	April	2023
	-City Hall Plaza and Civic Esplanade Stakeholder Information Session	May	2023
<u>Corporate Services</u>			
Accounting	Roseland Golf & Curling Club	May	2023
	Public Information Centre	May	2023
Asset Planning	Balancing Act Budget Engagement Tool (Capital)	Oct-Nov	2022
	Earth Day booth	April	2023
Financial Planning	- Balancing Act Budget Engagement Tool (Budget Simulation)	Oct-Nov	2022
	- Balancing Act Budget Engagement Tool (Taxpayer Receipt)	Oct-Nov	2022
	- Balancing Act Public Engagement Tool (Prioritize)	Oct-Nov	2022
	- 2023 Budget Development Process (Public Meetings)	Various	2022
	- Development Charges Study & Bylaw Update - DC Task Force & Public Meetings	Various	2022

Appendix A
2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	- Storm Water Financing Study - Stakeholder Advisory Group & Public Meetings	Various	2022
Human Resources	- St. Clair College – Award of Excellence Program (Public Works Operations)	June	2022
	- St. Clair College – Landscape Technician Program (Parks Student Lottery)	June	2022
	- Law Society of Canadia - Hiring of Articling Student	July	2022
	- Young Canada Works Program – Hiring Arts Students for WPL and Museum Windsor	July	2022
	- Canada Summer Jobs Program	Summer	2022
	- Take Our Kids to Work Day	November	2022
	- St. Clair College – Unpaid Internship Program	Ongoing	2022
	- Post-Secondary Unpaid Placements Program	Ongoing	2022
	- Post-Secondary Co-op Program (University of Windsor)	Ongoing	2022
	- Snow Angels Program	Winter	Winter 2022/2023
	- OSPE Engineering Employment Job Fair	March	2023
	- Mental Health Month Initiatives	May	2023
Taxation	Vacant Home Tax Program Survey	Jan-Feb	2023
<u>Legal & Legislative Services</u>			
Council Services	Voting Location Research/Engagement with Voters	May to July	2022
	Voter Outreach for the 2022 Municipal Election - Open Streets 2022	September	2022
	Voter Experience Survey for the 2022 Municipal Election	October to March	2022/2023
	Drive-Thru Advance Voting Opportunities	October	2022
	Online Voter Registration and Election Hiring	September	2022
	Ward 6 Neighbourhood Safety Meeting for Residents of Ford Blvd. and Buckingham Rd.	January	2023
	Ward 3 Downtown Windsor Town Hall	March	2023
	Ward 3 Mitchell Park & Alley Town Hall	March	2023
	Ward 7 Neighbourhood Meeting regarding Banwell Development	April	2023
	Mailers to residents in Wards 1 and 2 providing information and resources about the Residenti	February	2023
Fire & Rescue Services	- Emergency Preparedness Week	May	2023
	- Meet a Machine	Jun	2023
	- Virtual - Fire Prevention Week	Oct	2022
	- School Public Education	Jul-Dec	2022
	- Safety Village presentations	Jul-Dec	2022
	- Community Safety Talks	Jul-Jun	2022/2023
	- Hot Summer Nights	Jul	2022
	- Public relations booth	Oct-Apr	2022/2023
	- Bright Lights Windsor (Jackson Park)	Dec	2022
	- Fire Master Plan (consultation with community partners)	Jan-Jun	2023

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
<u>Community Services</u>			
Communications	- The Communications Department regularly works collaboratively with the various events that take place and are identified by other departments and the Mayor's Office.	Various	2023
Parks & Facilities	-Public Consultation Survey for Walker Homesite Park Improvement Functional Design Study	December	2022
	-Public Consultation Survey for Goldenwood, Wilson Park and Fontainebleau Sports Courts	November	2022
	- Phase One Consultation Workshop and Public Information Sessions For Windsor Urban Forest Management Plan (UFMP) for Representatives of agencies, NGOs, community groups, companies, and others with interest in Windsor's urban forest.	April/May	2023
	- Environmental Assessment Public Open House for Sandpoint Beach	November	2022
Recreation & Culture	- Ice Allocation Group Meeting (Monthly)	Ongoing	2022/2023
	- Roseland Curling Rink PIC	May	2023
	- Outdoor Sports Fields Group Meetings	Spring	2023
	- Meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee	Ongoing	2022/2023
	- Answer public reference questions on an ongoing basis	Ongoing	2022/2023
	- Work with Filipino Community on display	Ongoing	2022
	- Work with Hotel-Dieu Grace Hospital on exhibition	Ongoing	2022
	- Work with Windsor Essex Rainbow Alliance on exhibition	Ongoing	2022
	- Work with Windsor Historic Sites Association on Francois Baby House	Ongoing	2022/2023
	- Work with Les Amis Duff Baby on Duff Baby House interpretation	Ongoing	2022/2023
	- Public call for Cycling related artifacts and images for Cycling exhibition	Ongoing	Winter 2023
	- Museum staff sits on the Indigenous Education Council at the University of Windsor.	Ongoing	2022/2023
	- Museum staff member on Windsor Archaeological Management Plan committee	Ongoing	2022/2023
	- Other museum staff members assist in coordinating the South West Ontario Heritage Cour	Ongoing	2022/2023
	- Museum Windsor Facebook page – request for info on historic photos/ artifact identification	Ongoing	2022/2023
	- Public request for volunteers to assist at Museum Windsor sites	Ongoing	2022/2023
	- Public donations of artifacts and photos and documents to Museum Windsor (ongoing)	Ongoing	2022/2023
	- Work with University of Windsor Public History Class - Exhibits –	Fall	2022
	- Work with University of Windsor Public History Internship - Jan-March 2023	Winter	2023
	- Museum Volunteer Group Meetings	Spring	2022/2023
	-Hands-on outreach talks to seniors groups and university	Ongoing	2021/2022
	Work with the Cameroon Community for display	Ongoing	2023
	Work with Windsor District Labour Council for exhibition	Ongoing	2023
	Work with Ukrainian Women's Association of Canada – Lesia Ukrainka Branch for display	Fall	2022
	Work with community group for Freedom Festival people	Ongoing	2023
	Work with Hugh Leal & the Windsor Jazz Concert Series talk/cd launch event	spring	2023
	Work with Art Windsor Essex	Ongoing	2022-2023
	Work with local school boards for programming	Ongoing	2022-2023
	Staff participated in consultation at Ojibway for the Proposed National Urban Park	winter	2023
	Arts, Culture & Heritage Fund (ACHF) Grant Program - Round 1 Public Call	January	2023
	Arts, Culture & Heritage Fund (ACHF) Grant Program - Round 1 Public Info Session	January	2023
	Youth Poet Laureate Public Call	January	2023
	Willistead Manor Annual Mayor's Reception + Fundraising Announcement	January	2023
Capitol Theatre 100th Anniversary Celebration + Public Call for Stories	February	2023	
Arts, Culture & Heritage Fund (ACHF) Grant Program - Round 1 Jury Adjudication	March	2023	
"In the Middle Space" Poetry Anthology Book Launch	April	2023	
"In the Writers' Room" Workshop and Reading Event at Willistead Coach House	April	2023	

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	Arts, Culture & Heritage Fund (ACHF) Grant Program - Round 2 Adjudication (Upcoming)	July	2023
	"Women's Teachings" Indigenous Storyteller Workshops (Monthly)	Jan-Jun	2023
	"A Blaze of Story" Multicultural Storyteller Events (Monthly)	Jan-Dec	2023
	Open Streets 2022 - public event	Fall	2022
	Bright Lights 2022 - public event	Winter	2022
	Mayor's Walk/Windsor's 131th birthday - public event	Spring	2023
	Windsor Essex Rainbow Alliance - engagement regarding multiple projects linked to the preservation and presentation of Windsor's LGBTQ2S+history	Ongoing	2022/2023
	Work in Culture emerging artists and boards - consultation	Ongoing	2022/2023
	Point of contact for Windsor Business Improvement Associations	Ongoing	2023
	After School Program - Turbo Espresso Bar	Ongoing	2022/2023
	After School Program - Ford City Garden - gardening support and garden space	Ongoing	2023
	TWEPI - Staycation Event	April	2023
	Community Health Fair - Community Support Centre of Essex County	April	2023
	Family Respite - Support services and training	Ongoing	2022/2023
	Children's Aid Society - day camp	Ongoing	2022/2023
	CBC - Sounds of the Season Food Drive	December	2022
	GECD SB - Joint-Use Agreement	Ongoing	2022/2023
	WECD SB - Holy Names - Careers Presentation about City of Windsor Recreation Jobs	December	2022
	St.Clair Recreation Program - Curriculum consulting	Fall	2022
	Canadore College Recreation and Leisure Program - City of Windsor Career Presentation	Winter	2023
	June is Recreation and Parks Month - Community Events	June	2023
	Life After Fifty - Ongoing discussion	Ongoing	2022/2023
	Mackenzie Hall - Friends of the Court - Ongoing discussion	Ongoing	2022/2023

Infrastructure Services

Engineering

Little River Improvements - Via Tracks to Lauzon - Environmental Assessment PIC1	March	2023
Upper Little River Watershed Drainage and Stormwater Management Plan - Notice of Comp	March	2023
Festival Plaza - Different Costing Options for Final Design	July-Dec	2023
National Urban Park - Stakeholder Meeting with Parks Canada (Ojibway Nature Centre)	November	2022
National Urban Park - Project website on Lets Talk Windsor platform	November	2022
National Urban Park - Survey (Lets Talk Windsor platform)	November	2022
National Urban Park - Open House (Ojibway Nature Centre)	November	2022
National Urban Park - Community Pop-up Event (John Muir Library)	December	2022
National Urban Park - Community Pop-up Event (MultiCultural Centre)	December	2022
National Urban Park - Community Pop-up Event (CanAm Friendship Centre)	January	2023
National Urban Park - Community Pop-up Event (University of Windsor)	January	2023
National Urban Park - Community Pop-up Event (St. Clair College)	January	2023
National Urban Park - Community Pop-up Event (Marlborough Public School)	January	2023
National Urban Park - Natural Heritage Workshop (virtual)	March	2023
National Urban Park - Earth Day event (Malden Park)	April	2023
National Urban Park - Visioning Workshop (Ojibway Nature Centre, 2 workshops)	April	2023
National Urban Park - Visioning Workshop with local Indigenous groups (Ojibway Nature Ce	April	2023
Stormwater Financing - Stakeholder Advisory Group Meeting	December	2022
Stormwater Financing - Stakeholder Advisory Group Meeting	May	2023
Stormwater Financing - Project website on Lets Talk Windsor platform	May	2023
Public Information Centre - Roseland Community Curling	May	2023
Cabana Corridor Improvements, Phase 4, from Dominion Blvd to Highway 3. This PIC presented the final design, construction schedule to the public.	March	2023

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	City-owned Shorewall along Lake St. Clair. This PIC presented the latest shorewall related updates to the abutting properties from 10870 Riverside Drive East to 11906 Riverside Drive East.	March	2023
Pollution Control	- Bridging North America Observation Deck project at Malden Landfill	June/ on hold	2022
	- Windsor Salt Wellfield Expansion Project	Phase 1	2023
	- Windsor Salt Wellfield Expansion Project	Phase 2	2024
	- H2S west end collection system (collaboration with industries)	Ongoing	2023
	- New Industry survey and waste hauler testing	Ongoing	2023
	- Pontiac EA: circulated letters informing Stakeholders of the EA in process	ongoing	2023
	- East Marsh & St. Paul: informal engagement as in letters to residents	ongoing	2023
	- Biosolids is in the EA process. Issued letters informing of the EA process	June	2023??
	- Continuous Public Engagement with Southwood Lakes	ongoing	2023
	- LRPCP Capacity Expansion EA study	August	2024
	- Public Tours at both LRWRP and LRPCP	Ongoing	2022-2023
Public Works	South National Traffic Calming Plan	December	2022
	Victoria & Shephard Bikeway PIC	December	2022
	Alley Lighting, Public Meeting	January	2023
	University Avenue Pop-Up Bike Lanes stakeholder consultations	February	2023
	Roseland Active Transportation Study PIC	February	2023
	Earth Day Active Transportation Tent, Public Engagement	April	2023
	Bike to Work Day, Public Engagement	May	2023
Transit Windsor	Central 3 & Ottawa 4 route change social media posts and Transit Windsor website	September	2022
	Return to Full service social media posts and Transit Windsor website	September	2022
	Lauzon 10 permanent detour information regarding EC Row Ave E closure for Next Star Bat	August	2022
	Route 605 new Amherstburg route, social media, website, media event at Hotel Dieu Grace	September	2022
<u>Human & Health Services</u>			
Employment & Social Services	- Workshop Evaluations	Regularly	2022
	- French Customer Service Survey	Annually	2022 & 2023
	- Employment Ontario Programs – Employer & Client Surveys	Annually	2022 & 2023
	- Employment & Training Services (ETS) Centre Survey	Regularly	2022
	- Client & Employer Exit Surveys	Regularly	2022 & 2023
	- Workshop Surveys	Regularly	2022 & 2023
	- Canada-Ontario Job Grant Client and Employer Survey	Regularly	2022 & 2023
	- Ministry of Children Community & Social Services Customer Service Survey	One-Time	2022
	- Employment Services Transformation Consultations with Service Providers and partner organizations (over 25 organizations engaged)	One-Time	Feb-May 2023
Housing & Children's Services	- Community Advisory Board (CAB) meetings	Montly	2022 & 2023
	- Glengarry Neighbourhood Security and Safety Meetings	Quarterly	2022 & 2023
	In person training with Social Housing Administrators - Rent Geared to Income) RGI-Housing Services Act.	April	2023
	Consultation with Social Housing Providers-Asset limit legislative changes	March	2023
	My Home My Choice Community Engagement	March	2023

Appendix A 2022-2023 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	EarlyON CFC Survey to Families	2 x's year	2022-2023
	Child Care Network Meetings Virtual & In-person Meetings	bi-monthly	2022-2023
	EarlyON CFC Network Meetings	8 x's	2022-2023
	Consultations with School Boards (GECDSB, WECDSB, CSC Providence) St. Clair College and College Boreal for the creation of Collaborative Classrooms	6xs	2022-2023
	Special Needs Resourcing Meetings	3 x's year	2022-2023
	Consultations with Indigenous partners for community wide training for the Child Care and Early Years Community	4 xs	2022 - 2023
	Consultations with Francophone partners for community wide training for the Child Care and Early Years Community	4 xs	2022 - 2023
	Consultations with Special Need Resource partner for community wide training for the Child Care and Early Years Community	4 xs	2022 - 2023
	Consultation with Child Care and Early Years Community around workforce demands, barriers and solutions	1x	2022
	Collaboration with John McGiveny Children's Centre for ECE employment opportunities	5xs	2022-2023
	Survey for Child Care and Early Years Community around workforce demands, barriers and solutions	1x	2022
	WERECE Ambassador outreaches to Secondary Schools	8xs	2022-2023
	ECE Connect	1x	2023
	Collaborations with St. Clair College and College Boreal to enhance the ECE programs and attract more students	6xs	2022-2023
	Professional Development Network	3xs	2022-2023
	Children and Youth Planning Committee	4 x's/yr	2022-2023
	EarlyON Pop-up Events in the Community (Open Streets, Health Expo, Partnership with Fire, Mama Expo, Children's Fest, Earthday, etc.)	27xs	2022-2023
	Meet a Machine	2nd Saturday of June each year	2022
	Participated in planning for child care and early years programs for IRC	4xs	2023
	WERECE Ambassador outreaches to Colleges at open houses	3xs	2022-2023
Social Policy and Planning	RentSmart Ontario Communities of Practice Meetings	July	2022
	Multicultural Council of Windsor and Essex County's 2022 Health & Wellne	October	2022
	LEAD Program presentation at the University of Windsor	October	2022
	Pathway to Potential Monthly Newsletter (460+ recipients)	10x	2022-2023



Subject: IESO E-LT1 and LT1 RFP Municipal Support Resolutions Update - City Wide

Reference:

Date to Council: June 12, 2023
Author: Michelle Moxley-Peltier
Community Energy Plan Administrator
519-255-6100 ext. 6109
mmoxleypeltier@citywindsor.ca

Karina Richters
Supervisor, Environmental Sustainability and Climate Change
519-255-6100 ext. 6127
krichters@citywindsor.ca

Asset Planning
Report Date: May 23, 2023
Clerk's File #: MD/14028

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Community Energy Plan Administrator dated May 23, 2023 entitled IESO E-LT1 and LT1 RFP Municipal Support Resolutions Update **BE RECEIVED** for information; and,

THAT the Mayor **BE AUTHORIZED** to sign Municipal Support Confirmation Letters previously signed by the Chief Administrative Officer to Walker BESS 4 LP, East Windsor (Expansion) LP, Allectra / Convergent JV and Rose City Energy LP on behalf of The Corporation of the City of Windsor, in accordance with IESO's E-LT1 RFP Section 2.2(l)(i).

Executive Summary:

N/A

Background:

On November 28, 2022, Administration brought forward the Municipal Support Resolutions – Independent Electricity System Operator (IESO) Proponents (C 177/2022) which outlined the IESO's procurement streams including the Long-Term Request for Proposals (LT1 RFP), and a complementary expedited process "the

Expedited process” (E-LT1 RFP), and the criteria for the issuance of Municipal Support Resolutions.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: CR487/2022

- I. That the report of the Supervisor of Environmental Sustainability & Climate Change and the Community Energy Plan Administrator entitled "Municipal Support Resolutions - Independent Electricity System Operator (IESO) Proponents - City Wide" dated October 17, 2022 **BE RECEIVED** for information; and,
- II. That City Council **SUPPORT** the development of Battery Storage Systems in the City of Windsor where appropriate; and,
- III. That City Council **DELEGATE** the issuance of Municipal Support Confirmation Letters for Battery Storage Systems (project specific) to the Chief Administrative Officer, satisfactory in technical content to the Commissioner of Economic Development and Innovation.

Carried.

On January 16, 2023, Administration brought forward the Capital Power Request for Municipal Support Resolution for Natural Gas Expansions (C 222/2022) which outlined a request from Capital power to participate in the IESO’s procurement expedited process “the Expedited process” (E-LT1 RFP).

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Ed Sleiman

Decision Number: CR8/2023

- 1) That the report from the Community Energy Plan Administrator dated December 16, 2022 **BE RECEIVED** for information; and,
- 2) That City Council **ENDORSE** a Municipal Support Resolution to Capital Power for the addition of two peaking fired units (100 MW) at the East Windsor Cogeneration facility; and,
- 3) That City Council **DELEGATE** the issuance of a Municipal Support Confirmation Letter for Capital Power’s IESO proposal for the addition of two peaking fired units (100 MW) at the East Windsor Cogeneration facility (project specific) to the Chief Administrative Officer, satisfactory in technical content to the Commissioner of Economic Development and Innovation; and,
- 4) That City Council **DIRECT** Administration to collaborate with IESO, the Ontario Ministry of Energy, Northern Development and Mines, Enbridge Gas Inc., and local stakeholders as appropriate to support initiatives and actions that align with Pathways to Net-Zero; and,
- 5) That Administration **REPORT BACK** with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid; and,

6) That administration **REQUEST** IESO to consider developing policy initiatives that would facilitate the transition to green hydrogen.

Carried.

Discussion:

The IESO is administering two procurement processes: Long-Term Request for Proposals (LT1 RFP), and an “Expedited Process” (E-LT1 RFP). The LT1 RFP and the E-LT1 RFP are expected to competitively procure year-round effective capacity from dispatchable new build resources, including new build hybrid electricity generation and storage facilities that are registered or able to become registered in the IESO administered markets, larger than 1 MW and which can deliver a continuous amount of electricity to a connection point on a distribution system or transmission system for at least four consecutive hours.

- The LT1 RFP is intended to acquire capacity services to meet system reliability needs from New Build and Eligible Expansion Electricity resources starting in 2027 or earlier. Targeting 2,200 MW. The LT1 RFP is scheduled to close in October/November 2023.
- The E-LT1 RFP is intended to acquire capacity services to meet system reliability needs from New Build and Eligible Expansion Electricity resources able to commit to commercial operation in 2025. Targeting 1,500 MW, of which, 900 MW is reserved for storage projects. The E-LT1 RFP closed on February 16, 2023.

Local Municipalities have the option to support a particular Long-Term Reliability Project, a group of Long-Term Reliability Projects, or one or more particular technology types. Should a Municipality wish to offer their support, they must pass a Municipal Support Resolution (project-specific), a Blanket Municipal Support resolution, or formally delegate the issuance of a Municipal Support Confirmation Letter (project specific) the Chief Administrative Officer, or equivalent.

Updates

On December 23, 2022, the Minister of Energy issued a directive requesting the IESO to provide clarification regarding the requirement for a resolution from municipal council supporting a proponent or counterparty with a proposed project located in a municipality, separate and apart from a municipality’s permitting and regulatory requirements.¹

In response, on December 23, 2022, the IESO issued Addendum No. 1 to the E-LT1 RFP and Contract, which clarified that either a “Municipal Support Resolution or a Blanket Municipal Support Resolution” must be obtained to satisfy the requirement

¹ <https://www.ieso.ca/-/media/Files/IESO/Document-Library/corporate/ministerial-directives/Letter-from-the-Minister-of-Energy-re-Evidence-of-Municipal-Support-for-E-LT1-20221223.ashx> – Letter from the Minister of Energy re: Evidence of Municipal Support for E-LT1 dated December 23, 2022

under Section 2.14 of the E-LT1 Contract.² Addendum No. 1 to the E-LT1 RFP maintained the option of a Municipal Support Confirmation Letter to obtain the Rated Criteria points for Municipal Support Confirmation under the E-LT1 RFP for purposes of Proposal evaluation. However, it removed the option of using such a letter to satisfy the requirements of Section 2.14 of the E-LT1 Contract, requiring either a Municipal Support Resolution or a Blanket Municipal Support Resolution, specifically, to satisfy this requirement.³ The IESO requires the signature of at least one (1) elected official as evidence of municipal support.

On February 16, 2023, the IESO E-LT1 RFP closed. The City of Windsor provided Municipal Support Confirmation Letters to six (6) battery storage projects submitted by three (3) proponents and one natural gas expansion project submitted by one (1) proponent.

- Allectra / Convergent JV (Walker BESS, Crawford BESS)
- Walker BESS 4 LP (BESS 4, BESS 5, BESS 6)
- Rose City Energy LP
- East Windsor (Expansion) LP (aka Capital Power)

On March 28, 2023, the IESO officially launched its LT1 RFP process with a webinar discussing RFP changes and a revised timeline. Project submissions will be due in October/November 2023. Administration will continue to track changes to this process and will work with energy developers seeking to apply to the LT1 RFP. The IESO is considering a requirement making Municipal Support Resolutions **MANDATORY** at the time of project submission and not within 18 months of a signed contract as with the E-LT1 process.

On May 16, 2023, the IESO released the results of its E-LT1 RFP. Across the province, the IESO procured 739 MW (out of 900 MW) of new capacity of Storage Category 1 and 295 MW (out of 600 MW) of Non-Storage Category. The E-LT1 RFP is still ongoing and the IESO continues to evaluate proposals in Storage Category 2. Additional selected proponents will be announced early summer 2023. The following projects were approved for the Windsor area:

- Walker BESS 4 LP for three (3) battery storage projects totalling 14.247 MW
- East Windsor (Expansion) LP for a natural gas expansion project totalling 100 MW.

The three remaining battery storage projects are still under consideration for Storage Category 2, or proponents may elect to participate as part of LT1 RFP.

² <https://www.ieso.ca/-/media/Files/IESO/Document-Library/engage/long-term-rfp/ELT1-RFP--Addendum-1.ashx>

³ <https://www.ieso.ca/-/media/Files/IESO/Document-Library/long-term-rfp/E-LT1-RFP-20230124-Stakeholder-QA-Batch-1.ashx> pages 14 and 15.

Impacts

E-LT1

For proponents submitting projects as part of IESO's E-LT1 RFP, administration issued Municipal Support Confirmation Letters as per City Council Decisions CR487/2022 and CR 8/2023. This allowed proponents to obtain E-LT1 RFP Rated Criteria Points for Municipal Support and not impact their project proposals.

With section 2.2(l)(i) of the E-LT1 RFP updated with the following:

“(i) Where the Project Site is located in whole or in part on lands subject to the authority of a Local Municipality and the Proposal did not include a Municipal Support Resolution or a Blanket Municipal Support Resolution from a Local Municipality at the time of its submission under the E-LT1 RFP, the Supplier shall, by no later than sixty (60) days after the eighteen (18) month anniversary of the Contract Date, provide the IESO with a written notice including a Municipal Support Resolution or a Blanket Municipal Support Resolution dated after the Proposal Submission Deadline.”

Administration recommends that City Council authorize the Mayor to sign Municipal Support Confirmation Letters previously approved by City Council and signed by the Chief Administrative Officer for Walker BESS 4 LP, East Windsor (Expansion) LP, Allectra / Convergent JV and Rose City Energy LP on behalf of The Corporation of the City of Windsor, in accordance with IESO's E-LT1 RFP Section 2.2(l)(i).

LT1

As noted above, Municipal Support Resolutions will be **MANDATORY** at the time of project submission for LT-1 proposals. These resolutions require signature by at least one elected official. Administration will bring forward recommendations to City Council for consideration for the issuance of Municipal Support Resolutions to proponents based on but not limited to the following criteria:

- Provide specifics of Long-Term Reliability Project
 - Project Name
 - Proponent Name
 - Maximum Contract Capacity of the Project (in MW)
 - Summary of the proposed project including technology used (i.e. Battery storage, natural gas generation, etc.)
 - Legal description of the lands project will be located on (leased or purchased) within the City boundaries
- Confirmation of completion of Community Engagement session. Community Engagement is a requirement of the LT1 RFP and include:
 - Creation of a public website that will host the proponent's Community Engagement Plan, including notice of public meeting(s)
 - Evidence of at least one (1) public meeting with each local community in which the project is proposed to be located prior to Proposal Submission
 - Evidence that the local municipality(ities) was/were notified of the public meeting(s).

- Preliminary review of Zoning By-Law for proposed project locations to ensure appropriate land usage. Zoning By-Law amendments may take up to 8 months to complete.
- Preliminary review of fire safety requirements (i.e. clearances, fire suppression)
- Projects with maximum capacities greater than 100 MW will undergo further risk assessments. Additional measures for review may include but are not limited to:
 - Proximity to residential, institutional sites, or critical infrastructure
 - Proximity to waterways and floodplains
 - Storm sewer and storm water retention considerations
 - Natural Site Features Inventory considerations.

Risk Analysis:

Timing Risks: Administration is currently working with a number of proponents for LT1 RFP. Each of these proponents are at various stages of readiness to apply for the municipal support resolution. The IESO consideration requiring Municipal Support Resolutions at the time of application as opposed to within 18 months of contract award, greatly impacts the ability of proponents to obtain Municipal Support Resolutions. Currently the IESO has estimated that the LT1 RFP will close in October/November 2023. Administration will present storage and non-storage projects to Council as ready in future Council Reports.

Electrical transmission expansion projects currently under development or construction require multiple years (7-10) from concept to completion. Delays with the procurement of materials and services have placed added pressure on timelines. There is no guarantee that such projects will be in place when needed. This is a primary driver behind IESO's LT-1 and E-LT1 procurements, in that localized projects that can be commissioned within a 1-3 year time period provide incremental capability to meet demand in the interim.

Energy Risks: As noted in the Power Advisory Energy Report (C 161/2022), there is a significant risk that the ability of Windsor and region to secure additional investment opportunities will be hindered without confidence that the electricity supply is robust and sustainable.

Climate Change Risks

Climate Change Mitigation:

Climate change mitigation risks were highlighted in previous council reports (C 177/2022 Municipal Support Resolutions – Independent Electricity System Operator (IESO) Proponents and C 222/2022 Capital Power Request for Municipal Support Resolution for natural Gas Expansions). The LT1 RFP is procuring storage and non-storage facilities for 2027. Storing excess low/no carbon electricity sources allows the province to reduce the usage of natural gas peaker plants during peak demand periods. Non-storage carbon based electricity sources (e.g. natural gas generation) allows the province to react to changes in system capacity and support the system during nuclear refurbishment projects, however, will negatively impact community and corporate greenhouse gas emissions.

Administration understands the need to have a fulsome and comprehensive approach to accessing and addressing impacts to existing climate mitigation plans. Pathways to address how to offset increases in GHG emissions in one sector with reductions in other sectors will be a focus as Administration updates the Community Energy Plan as indicated in S 42/2022 Science Based Targets for GHG Reduction. Implementation of strategies identified in Community Energy Plan will be instrumental in helping to conserve energy, reduce community GHG Emissions, and offset GHG Emissions related to electricity generation.

Climate Change Adaptation:

New local generation capability may result in reduced outages during extreme weather events, and improve restoration timelines when outages occur. Additional natural gas generation provides additional resources to meet the demands of extreme temperature events with increased capability to meet increased demands for human comfort (i.e. heating and air conditioning), reducing the potential for rotating blackouts to stabilize the grid.

Financial Matters:

There are no financial costs associated with the issuance of the municipal support confirmation letters.

Consultations:

Planning Department – Brian Velocci
Fire Department – Michael Coste
Engineering – Ryan Langlois

Conclusion:

Proponents applying for IESO contracts have been pre-qualified by the IESO and require a municipal support resolution be included in their proposal submissions (LT1 due October/November, 2023).

Administration recognizes the immediate need for additional generation and transmission capacity in the Windsor-Essex area to support economic development, electrification of other high emitting sources (e.g. vehicle, home heating) and support growth. As the City of Windsor has endorsed being a willing host for future projects that will enhance the energy supply, Administration recommends City Council authorize the Mayor to sign ELT-1 Municipal Support Confirmation Letters for Walker BESS 4 LP, East Windsor (Expansion) LP, Allectra / Convergent JV and Rose City Energy LP on behalf of The Corporation of the City of Windsor, in accordance with IESO’s E-LT1 RFP Section 2.2(l)(i).

Planning Act Matters:

N/A

Approvals:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability and Climate Change
Rosa Scalia	Financial Planning Administration
Natasha Gabbana	Senior Manager, Asset Planning
Janice Guthrie	Acting Commissioner of Corporate Services and Chief Financial Officer
Jelena Payne	Commissioner of Economic Development and Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Jonathan Cheszes, President – Compass Renewable Energy Consulting Inc.		jon@compassenergyconsulting.ca
James Marzotto, Associate Director, Development – Compass Renewable Energy Consulting Inc.		james@compassenergyconsulting.ca
Wilhelm Danek, Sr. Business Development Manager – Capital Power		wdanek@capitalpower.com
Erik Veneman, Director, Energy Solutions & Services		erik.veneman@electrasolutions.com

Appendices:



Subject: Amendment to CR415/2022 for Closure of the north/south alley between Guy Street and the east/west alley between Bernard Road and Francois Road, Ward 5, SAA-5809

Reference:

Date to Council: June 12, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: May 23, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

I. THAT CR415/2022, adopted on September 26, 2022, **BE AMENDED** as follows:

By **DELETING** the following wording under section I to the council resolution:

- I. THAT the 4.27 metre wide north/south alley located between Guy Street and the southwest corner of the property known municipally as 1969 Francois Road (legally described as Lot 130, Plan 907), and shown as Part 1 on Drawing No. CC-1755 attached hereto as Appendix "A", **BE ASSUMED** for subsequent closure;
- II. That the 4.27 metre wide north/south alley located between Guy Street and the southwest corner of the property known municipally as 1969 Francois Road (legally described as Lot 130, Plan 907), and shown as Part 1 on Drawing No. CC-1755 attached hereto as Appendix "A", **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to protect existing aerial facilities in accordance with diagrams submitted with EnWin

- Utilities Ltd. comments attached hereto as Appendix “C”;
- ii. Cogeco Connexion Inc. to accommodate existing infrastructure in accordance with diagrams submitted with EnWin Utilities Ltd. comments attached hereto as Appendix “C”;
 - iii. EnWin Utilities Ltd. to accommodate existing overhead 28kV primary hydro distribution, 120/240V, 120/208V and 347/600V secondary hydro distribution, poles, transformers, associated down guys and anchors in accordance with diagrams submitted with comments attached hereto as Appendix “C”.
 - iv. MNSi to accommodate existing aerial infrastructure in accordance with diagrams submitted with EnWin Utilities Ltd. comments attached hereto as Appendix “C”.

And **INSERTING:**

- I. THAT the 4.27-metre-wide north/south alley located between the southwest corner of the property known municipally as 1907 Francois Road (legally described as Lot 113, Plan 907) and the southwest corner of the property known municipally as 1969 Francois Road (legally described as Lot 130, Plan 907), and shown as Part 1 on Drawing No. CC-1755 (*attached* hereto as Appendix “A”), and hereinafter referred to as the “subject alley”, **BE ASSUMED** for subsequent closure;
- II. That the subject alley, **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 3.0-metre-wide easement, measured 1.50 metres from either side of the following utility infrastructure, subject to there being accepted in the City’s standard form and in accordance with the City’s standard practice, be granted to:
 - i. Bell Canada to protect existing aerial facilities;
 - ii. Cogeco Connexion Inc. to accommodate existing infrastructure;
 - iii. EnWin Utilities Ltd. to accommodate existing overhead 28kV primary hydro distribution, 120/240V, 120/208V and 347/600V secondary hydro distribution, poles, transformers, associated down guys and anchors; and
 - iv. MNSi to accommodate existing aerial infrastructure.

Executive Summary:

N/A

Background:

CR415/2022 was adopted by Council on September 26, 2022, directing administration to undertake the necessary steps to assume, close and convey the following alley:

- 4.27-metre-wide north/south alley located between Guy Street and the southwest corner of the property known municipally as 1969 Francois Road.

The owner of 1907 Francois Road, Mr. Aaron Lebel, submitted an objection to the closure via email on September 13, 2022. The objection was sent to the Clerks Department, Ward Councillor Ed Sleiman and the Street & Alley section of the Planning Department. Mr. Lebel listed the following reasons for his objection:

- The alley is the only vehicular means of access to his detached rear garage
- The garage is currently used for parking his motorcycle
- The overhead door on the garage facing Francois Road is inoperable
- The small gate opening and structures in the rear yard (i.e. above ground swimming pool) prevent vehicular access to the garage from Francois Road

Mr. Lebel also noted the following issues with the application process for the closure:

- Phone message left concerning the Notice of Application was not returned
- Notice of the Development & Heritage Standing Committee meeting was received on the day of the meeting
 - Alley closure map included with the Notice was not clear

Mr. Lebel indicated his preference that the section of the alley between Guy Street and the southwest corner of his property remain open to provide continued access his garage. The Ward Councillor and the Planning Department discussed the matter with Mr. Lebel via telephone call on September 13, 2022. Administration proposed that an amendment to the recommendation excluding the aforesaid section of the alley could be made at the September 26, 2022 Council meeting.

Mr. Lebel supported the proposal but unfortunately the discussion at the September meeting did not capture the necessary steps to formalize the amendment. The original recommendation as presented to the Development & Heritage Standing Committee was approved by Council.

It should be noted that the Planning Department did identify the garage during a June 29, 2022 site visit. The decision to include the abutting section of the alley up to Guy Street was based on the following factors:

- The said section of alley is deemed to be **dispensable** based on the criteria set forth under the City's *Classification of Alleys and Suitability for Closure* guideline document.

- The most pertinent criterion asks the following question: *“Does the subject alley serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?”*
 - 1907 Francois Road has **sufficient** lot width for a side drive.
 - City of Windsor aerial photography from 2000-2021 shows a vehicle(s) parked beside the house at multiple times during the said time period.
 - Google Street View shows a car parked in front of the garage in the rear yard and/or beside the house at multiple times during the said time period.
- The garage has two overhead doors, one off of the alley and one off of Francois Road.
- There were no records of any objections to the alley closure at the time of writing the report.

It should also be noted that the above ground swimming pool would not and is not a factor as it was erected without a building permit.

Notwithstanding the above, the Planning Department does not object to the requested amendment to change the description of the alley closure.

Discussion:

CR415/2022 requires an amendment to change the description of the alley closure in order to exclude that portion between Guy Street and the southwest corner of 1907 Francois Road.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The recommended amendment to CR415/2022 does not impact the conveyance cost.

Consultations:

N/A

Conclusion:

The Planning Department recommends that CR415/2022 be amended to change the description of the alley closure to exclude that portion between Guy Street and the southwest corner of 1907 Francois Road.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jim Abbs	Acting Manager of Planning Policy/Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Chief Administration Officer

Notifications:

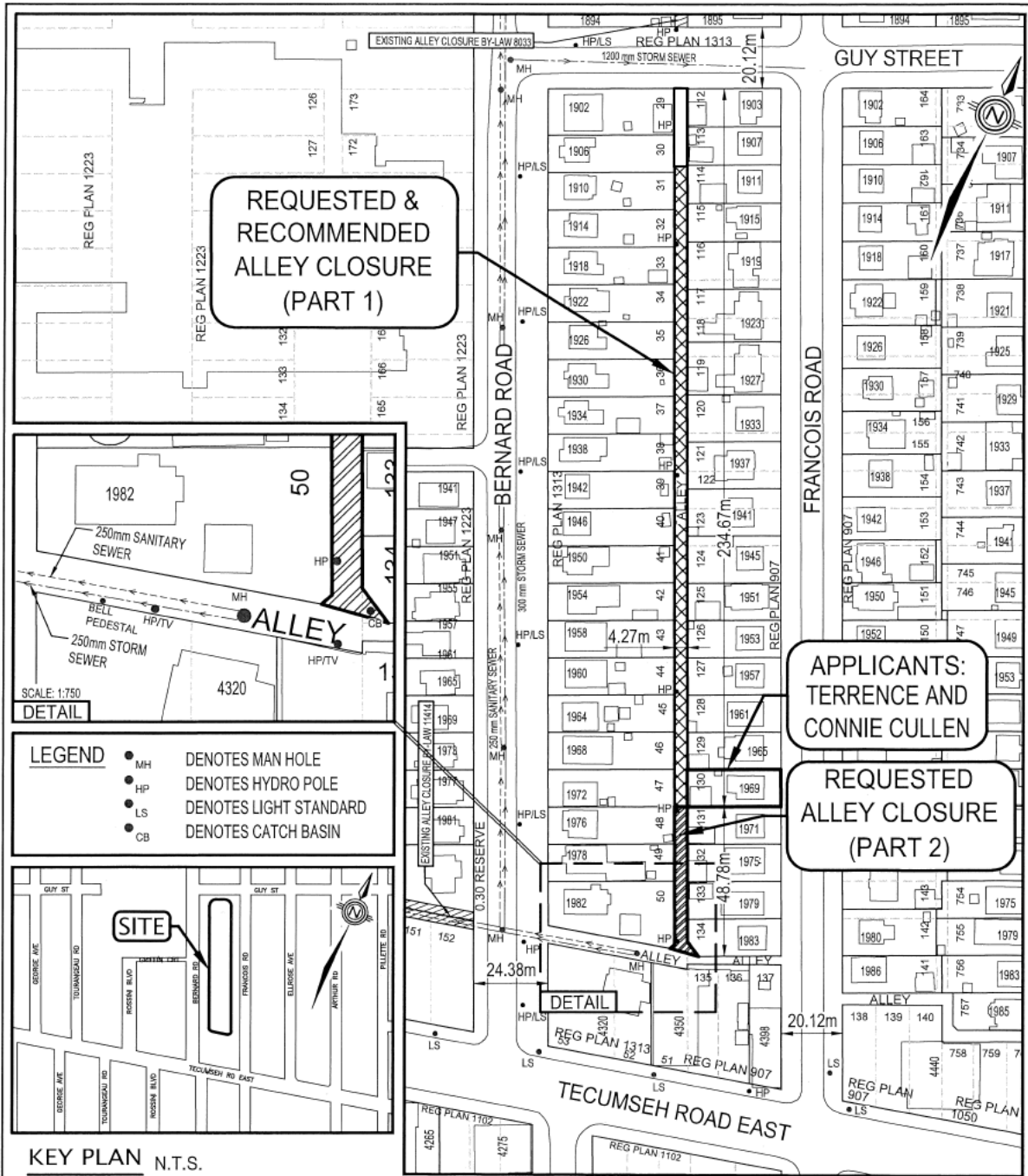
Name	Address	Email
Ward 5 Councillor Ed Sleiman	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	esleiman@citywindsor.ca

Appendices:

- 1 Appendix A - Drawing No. CC-1755

APPENDIX "A"

Drawing No. CC-1755



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Closure of the North/South Alley from Guy Street to Alley North of Tecumseh Rd. East Between Bernard Rd. and Francois Rd.

8/17/22 Kirk Tamm, Manager of Geomatics	SCALE: 1:1750	DATE: JULY 2022	REVISED:	DWG. NO. CC-1755
	DWN BY: AN, NS	CHKD BY: PJU / BN	REVISION NO.:	



Subject: Report No. 156 of the Windsor Licensing Commission - Taxicab meter rate and tariffs

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 943**

That the report No. 156 of the Windsor Licensing Commission regarding “Taxicab meter rate and tariffs” indicating:

THAT the existing taxicab meter rate and tariffs BE INCREASED based on the proposal submitted by Vets Cab and Unifor Local 195 to the following:

Drop Rate - \$4.25; and

Distance Increment - \$0.25 cents 142 meters and any portion thereof; and

Waiting Time (passenger conveyance) \$30.00/hour; and;

Waiting Time (services for board of education) - \$2.50; and

Cross Border Fees – meter rate \$12.00 CAD or \$9.00 USD plus tolls between Windsor and Detroit; and further,

THAT Appendix “A” of Schedule 5 to Public Vehicle Licensing by-law No. 137-2007 (as amended by By-law No. 150-2018) BE AMENDED accordingly if there are changes to the City’s current taxicab meter rate and tariffs

BE APPROVED.

Carried.

Report Number: SCM 107/2023
Clerk’s File: MB2023

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and the Windsor Licensing Commission are **not** the same.
2. Please refer to Item 7.1 from the Environment & Transportation Standing Committee held on May 24, 2023.

3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/View/Calendar/20230524/-1>



Committee Matters: SCM 107/2023

Subject: Report No. 156 of the Windsor Licensing Commission - Taxicab meter rate and tariffs

REPORT NO. 156
of the
WINDSOR LICENSING COMMISSION
of its meeting held March 29, 2023

Present: Councillor Ed Sleiman, Chair
Councillor Renaldo Agostino
Councillor Angelo Marignani
Sharon Strosberg

The Windsor Licensing Commission submits the following recommendation:

Moved by Councillor Angelo Marignani, seconded by Councillor Renaldo Agostino,

WLC 9/2023 THAT the existing taxicab meter rate and tariffs **BE INCREASED** based on the proposal submitted by Vets Cab and Unifor Local 195 to the following:

Drop Rate - \$4.25; and

Distance Increment - \$0.25 cents 142 meters; and

Waiting Time (passenger conveyance) \$30.00/hour; and

Waiting Time (services for board of education) - \$2.50; and

Cross Border Fees – meter rate plus \$12.00 CAD or \$9.00 USD plus tolls between Windsor and Detroit; and further,

THAT Appendix “A” of Schedule 5 to Public Vehicle Licensing by-law No. 137-2007 (as amended by By-law No. 150-2018) **BE AMENDED** accordingly if there are changes to the City’s current taxicab meter rate and tariffs.

Carried.

NOTE: The Report of the Deputy Licence Commissioner dated January 21, 2023 entitled “Taxicab Industry’s Proposal for Meter Increase – City Wide is **attached**. The submission from the General Manager of Vets Cab and from Unifor Local 195 dated July 18, 2022 regarding a request to a tariff increase is **attached**.

Notification :	
Windsor Licensing Commission	On file
Vets Cab Company	chclark@vetscab.com
Unifor Local 195	Marwanzeeni@gmail.com
Canadian Checker Cab	P5192547777@hotmail.com

Subject: Taxicab Industry's Proposal for Meter Increase - City Wide

Reference:

Date to Commission:
Author: Craig Robertson
Deputy Licence Commissioner
519-255-6100 ext. 6869
crobertson@citywindsor.ca
Policy, Gaming, Licensing & By-Law Enforcement
Report Date January 21, 2023
Clerk's File #:

To: Windsor Licensing Commission

Recommendation:

That the Windsor Licensing Commission **APPROVE** one of the following options as it relates to taxicab meter tariffs:

1. THAT the existing taxicab meter rate and tariffs **BE REAFFIRMED**; or
2. THAT the current taxicab meter rate and tariffs **BE INCREASED** based on the proposal submitted by Vets Cab and Unifor Local 195 to the following:

Drop Rate - \$4.25

Distance Increment - \$0.25 cents/142 meters

Waiting Time (passenger conveyance) - \$30.00/hr

Waiting Time (services for board of education) - \$2.50

Cross Border Fees – meter rate plus \$12.00 CAN or \$9.00 US, plus tolls between Windsor & Detroit

And further,

THAT Appendix "A" of Schedule 5 to Public Vehicle Licensing By-law No. 137-2007 (as amended by By-law No. 150-2018) **BE AMENDED** accordingly if there are changes to the City's current taxicab meter rate and tariffs.

Executive Summary:

N/A

Background:

On July 18, 2022, Licensing Administration was in receipt of a proposal submitted jointly by Vets Cab and Unifor Local 195 for an increase to the City's taxicab meter rate and tariffs charged to the consumer.

Section 151 and 150 of the *Municipal Act, 2001* provide that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality even if the business is being carried on from a location outside the municipality.

Subsection 156(1) of the *Municipal Act, 2001* provide that a local municipality, in a by-law under section 151 (Licensing Powers) of the Act with respect to the owners and drivers of taxicabs, may,

- (a) Establish the rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or from any point in the municipality to any point outside the municipality;
- (b) Provide for the collection of the rates or fares charged for the conveyance; and
- (c) Limit the number of taxicabs or any class of them.

The City of Windsor licences and regulates the municipality's taxicab brokers, drivers and vehicles (including wheelchair accessible) through Schedule 5 of Public Vehicle Licensing By-law No. 137-2007 (as amended by By-law No. 150-2018). The Schedule prescribes the tariff charges and meter rates in which the industry is permitted to charge the consumer. In addition, the licensing schedule permits the taxicab industry to surcharge or discount a taxicab fare provided that rates are previously filed with the Licence Commissioner in advance.

Requests to review or increase municipal taxicab meter rates is traditionally initiated by taxicab industries as a result of increased operating costs to provide public transportation services. This is a standard practice in place for municipal regulators across the Province. It should be noted that the last increase to the City of Windsor's taxicab meter rate was in 2015.

Discussion:

Taxicab meter rate and tariff reviews are conducted by utilizing the Statistics Canada Consumer Price Index in conjunction with a taxi cost index which factors in components such as driver earnings, fuel costs, fleet vehicle maintenance, stand rents and the amortized cost of vehicles and dispatch equipment.

As previously mentioned, Management of Vets Cab and Unifor Local 195 (representing a large population of the City's taxicab drivers), submitted a proposal (attached as Appendix 'A') to Licensing Administration to review the

current taxicab meter rate and consider amending Windsor’s current licensing by-law due to rising operating costs to provide public transportation to the community.

Based on the stakeholder submission utilizing both index tables, the taxicab industry has experienced an operational impact of 24% to date since the last meter rate increase in 2015. The taxi industry has recognized that a 24% increase to the meter rate and tariffs would be detrimental to taxicab operations and the consumer, therefore a proposal for a 12% increase to the meter rate has been submitted for consideration. Table 1 below outlines the proposed increase to the current meter rate and tariffs governed under the City’s Public Vehicle Licensing By-law.

Table 1 - Current vs. Proposed Taxicab Meter Rates & Tariffs

TARIFF	CURRENT RATE	PROPOSED RATE
First 105 meters (starting rate)	\$3.80	\$4.25
Each additional 142 meters (thereafter)	\$0.10	\$0.25
Waiting time per hour (passenger conveyance)	\$27.00	\$30.00
Waiting time (services to board of education or contract tender)	\$2.00	\$2.50
Cross Border Fares	meter rate + \$10.00 CAN or \$8.00 US, plus tolls between Windsor & Detroit	meter rate + \$12.00 CAN or \$9.00 US, plus tolls between Windsor & Detroit

Although taxicab meter rates are determined based on local data, Licensing Administration conducted a review of comparable municipalities. As a result of the data collected from those discussions, Administration determined that the City of Windsor’s current taxicab rates are on the lower end of the spectrum and that the proposed increase is reasonable compared to the municipalities researched. Table 2 presents a comparison of taxicab meter rates and average trip costs provided by the individual municipalities analyzed.

Table 2 – Comparison of Drop/Base Rates and Cost for Trips by Distance

MUNICIPALITY	DROP/BASE RATE	COST 10KM TRIP	COST 15KM TRIP
Brampton	\$4.25 first 141 m	\$21.73	\$30.60
Kingston	\$4.25 first 135 m	\$21.73	\$30.60
Mississauga	\$4.25 first 141 m	\$21.73	\$30.60
Hamilton	\$3.90 first 71.4 m	\$21.76	\$30.75
Oakville	\$4.50 first 130 m	\$23.48	\$33.10
London (Ont.)	\$3.50 first 57 m	\$23.88	\$33.88
Ottawa	\$3.80 first 150 m	\$24.42	\$34.88

Saskatoon	\$3.25 first 125 m	\$24.85	\$35.53
Sarnia	\$4.79 base	\$34.12	\$48.79
Windsor - CURRENT	\$3.80 first 105 m	\$19.26	\$27.07
Windsor - PROPOSAL	\$4.25 first 105 m	\$21.67	\$30.47

It should be noted that within the taxicab industry’s submission that there was a request to add a \$5.00 surcharge for “van service”. Licensing Administration conducted a review of the licensed fleet vehicle inventory and determined that a significant majority of the fleet vehicles would be eligible to apply this surcharge. Administration is of the opinion that this additional surcharge would be an unjust tariff to the riding public and consumer. Administration discussed this matter with the stakeholders and there is consensus to disregard this request.

Risk Analysis:

There are no direct risks to the Corporation of the City of Windsor by increasing taxicab meter rates or tariffs. The taxicab industry could receive an initial or slight decline in ridership as a result of a meter and tariff increase however, the industry traditionally recovers based on consumer demand for public transportation services.

Financial Matters:

There are no direct financial implications to the Corporation of the City of Windsor by increasing taxicab meter rates and tariffs.

Consultations:

- Vets Cab Administration
- Unifor Local 195 Leadership
- Canadian Checker Cab Administration
- Various Municipalities (outlined in report)

Conclusion:

The City’s taxicab meter rates and tariffs have not been reviewed or increased since 2015. Based on the taxicab industry’s submission, Administration supports an increase to the taxi meter rate and tariffs being proposed and amending By-law No. 137-2007 (as amended by By-law No. 150-2018) to read as follows:

TARIFF	PROPOSED RATE
First 105 meters (starting rate)	\$4.25
Each additional 142 meters (thereafter)	\$0.25

Waiting time per hour (passenger conveyance)	\$30.00
Waiting time (services to board of education or contract tender)	\$2.50
Cross Border Fares	meter rate + \$12.00 CAN or \$9.00 US, plus tolls between Windsor & Detroit

If the Windsor Licensing Commission approves the recommendation, this report would then go to Standing Committee and ultimately to City Council for consideration. If approved by Council, a by-law amendment would then be prepared. Once the by-law is formally amended, the taxicab industry would be required to apply the new meter rate and tariffs when providing taxicab services.

Craig Robertson
Deputy Licence Commissioner & Acting
Senior Manager of Policy,
Gaming, Licensing & By-law
Enforcement

Steve Vlachodimos
City Clerk/Licence Commissioner

Shelby Askin-Hager
Commissioner of Legal & Legislative Services &
City Solicitor

Notifications:

Name	Address	Email
Vets Cab Company	350 Tuscarora St. Windsor, ON N9A 3L7	chclark@vetscab.com
Unifor Local 195	3400 Somme Ave. Windsor, ON N8W 1V4	marwanzeeni@gmail.com
Canadian Checker Cab	1235 Huron Church Rd. Windsor, ON N9C 2K6	P5192547777@hotmail.com

Appendices:

Appendix "A"



July 18, 2022

City of Windsor
350 City Hall Square
Suite 110
Windsor, ON
N9A 6S1

RECEIVED

JUL 18 2022

POLICY GAMING & LICENSING

Attention: Mr. C. Robertson

**Senior Manager of Policy
Gaming, Licencing & By-Law Enforcement**

Dear Craig,

After considerable deliberations, we at Vets Cab and Unifor Local 195 representing taxi industry participants: taxicab drivers, taxicab brokerage and plate holders have deemed it necessary to request a tariff increase to keep pace with rising industry costs.

In 2015 a rate increase was granted based on an adjustment for H.S.T. The operational cost of all industry participants continues to grow year over year. We have reached a point where we need to adjust the rates charged for our services. **An overall adjustment of approximately 12% to the total taxicab fare, an additional \$3.00 for waiting time and a surcharge of \$5.00 for van service when requested.**

The Tariff Charges, Taxicabs by Distance

- | | |
|---|----------------|
| 1. For the first one hundred & five (105) meters | \$4.25 |
| 2. For each additional one hundred & forty-two (142) meters and any portion thereof | \$.25 |
| 3. (a) For waiting time under engagement for each hour when Taxicab vehicle is being used for passenger conveyance. | \$30.00 |
| (b) Notwithstanding the provisions of the above, charges for waiting time when rendering service to Boards of Education, or making deliveries of parcels merchandise and providing services under contract awarded by tender, shall be | \$2.50 |

Cross Boarder Taxicab Fares

Taxicab Drivers shall charge the meter rate plus a \$12.00 Canadian or \$9.00 U.S. cross border fee plus tolls between Windsor and Detroit.

To support our joint request, we have referenced: Statistics Canada Table 8-10-0004-07 Consumer Price Index, monthly, percentage change, not seasonally adjusted, Canada, Provinces, Whitehorse, and Yellowknife – Transportation. Using data for the province of Ontario and comparing a year over year assessment (2015 - 2022) of this index in the months of December, we have observed the following: The general Transportation Index has increased over 33%.

In previous tariff reviews a taxi cost index has been utilized. The index considers these industry components: Earning-All Drivers, Fuel, (Stand Rent, Licences, Union Dues), (Amortized Cost of Vehicles, Dispatch Equipment), (Routine Vehicle Repairs and Maintenance).

Utilizing Statistics Canada Table 18-10-0004-07 Consumer Price Index, Industry Rates (Exhibit No. 1) Current Licencing Fees and Wages Data (Statistics Canada, Table 14-10-0206-01 Transportation and Warehousing) We have compiled the impact to the taxi industry index.

The index chart indicates our industry has experienced an operational impact of 24% through the period of 2015 to 2022.

We have also reviewed taxi tariff rates charged in some Ontario cities (Exhibit No. 2) which clearly indicates our current tariff rates are lagging.

Craig, this is a difficult decision to make, and we understand how it affects our customers, therefore, we thank you for your ongoing support in considering processing this request and trust that these changes will help us continue providing Windsor's riding public with premium transportation services.

Kind regards,

Vets Cab

Chuck Clark

General Manager

Unifor Local 195

Marwan Abou-Zeeni

Chairperson

Attachments (2)

Exhibit No. 1

Taxi Cost Index

	Index Components	Increase From May 2015-2022	Impact to Index
Earnings- All Drivers	53%	9.5	5.0
Fuel	19%	77	14.6
Stand Rent	11%	10.2	1.1
Amortized Cost of Vehicles, Radio & Equipment	7%	25.6	1.8
Insurance	6%	10.1	0.6
Routine Repairs, Maintenance	4%	18.8	0.8

100%

23.9 %

EXHIBIT NO. 2

	Flag/Start	Initial Distance Covered (Meter)	Cost/ Increment	Increment (meter)	Wait Time Cost Per Hour	5 Km Trip Distance Only
Barrie	\$3.25	100	\$0.25	100.0	\$30.00	\$15.50
Hamilton	\$3.90	72.1	\$0.13	72.1	\$33.43	\$12.79
Kitchener	\$3.50		\$2.30	1,000.0	\$35.00	\$15.00
London	\$3.50	57	\$0.25	130.0	\$34.62	\$13.01
Sudbury	\$4.25	86	\$0.25	86.0	\$45.00	\$18.53
Mississauga	\$4.25	141	\$0.25	141.0	\$30.00	\$12.87
Toronto	\$3.25	143	\$0.25	143.0	\$36.00	\$11.74
Windsor	\$3.80	105	\$0.10	64.0	\$27.00	\$11.40
Windsor UberX	\$6.35		\$1.10 & \$0.25 Per Minute	1,000.0	\$15.00	\$11.85

Item No. 8.8



Committee Matters: SCM 156/2023

Subject: Essex-Windsor Solid Waste Authority (EWSWA) Minutes of the Regular Board Meeting held March 7, 2023

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 944**

That the Minutes of the Essex-Windsor Solid Waste Authority Regular Board meeting held March 7, 2023 **BE RECEIVED.**

Carried.

Report Number: SCM 107/2023

Clerk's File: MB2023

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on May 24, 2023.
2. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/View/Calendar/20230524/-1>



Committee Matters: SCM 149/2023

Subject: Essex-Windsor Solid Waste Authority (EWSWA) Minutes of the Regular Board Meeting held March 7, 2023



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, March 7, 2023

Time: 4:00 PM

Location: Council Chambers
Essex County Civic & Education Centre
360 Fairview Ave. West
Essex, Ontario

Attendance

Board Members:

Gary McNamara - Chair	County of Essex
Michael Akpata	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Mark McKenzie	City of Windsor

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne Marie Albidone	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning
Shawna Boakes	Executive Director of Operations
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Sandra Zwiers	Director of Financial Services/Treasurer
---------------	--

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex (Ex-Officio)
Rob Shepley	County of Essex
Mary Birch	Interim CAO and Director of Council & Community Services/Clerk

1. Closed Meeting

Moved by Kieran McKenzie
Seconded by Mark McKenzie

THAT the Board move into a closed meeting pursuant to Section 239 (2) (i) of the Municipal Act, 2001, as amended for the following reason:

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly with the contractual or other negotiations of a person, group of persons, or organization.

**12-2023
Carried**

Moved by Gary Kaschak
Seconded by Michael Akpata

THAT the EWSWA Board rise from the Closed Meeting at 4:26 PM.

**15-2023
Carried**

2. Call to Order

Chair McNamara called the Regular meeting to order at 4:26 PM.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

Moved by Mark McKenzie
Seconded by Jim Morrison

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated February 7, 2023, be approved and adopted.

**16-2023
Carried**

5. Business Arising from the Minutes

There were no items raised for discussion.

6. Correspondence

There were no items for discussion.

7. Delegations

There were no delegations for March 7, 2023.

8. Finance & Administration

A. EWSWA 2023 Budget Approval Status

The Manager of Finance and Administration provided an update on the status of the 2023 EWSWA Budget approval process. On February 7, 2023, the Authority Board approved the budget recommendations. On March 1, 2023, Authority Administration attended Essex County Council to present the 2023 budget, address questions and seek approval. At this meeting, Essex County Council resolved to approve the Authority's budget. Authority Administration is scheduled to attend Windsor City Council to present the 2023 budget the week of April 3, 2023.

Moved by Michael Akpata

Seconded by Gary Kaschak

THAT the Board receive the report as information.

**17-2023
Carried**

9. Waste Diversion

A. Blue Box Transition Update Re: EWSWA Material Recovery Facilities

The Manager of Waste Diversion stated that the purpose of the report is to request approval from the Board to proceed with the release of a Request for Proposals (RFP) which includes the lease of one or both facilities, the purchase of processing equipment and the provision of recyclable materials processing services for material collected from non-eligible sources.

As noted in the presentation at the previous Board meeting, Ontario Regulation 391/21 only obligates Producers to collect defined eligible sources such as residential units, specified long term care and retirement homes, schools and public spaces. Producers are not obligated to collect from industrial, commercial and institutional (ICI) businesses, business improvement areas (BIAs), not-for-profit organizations, municipal buildings or facilities, daycares, places of worship, commercial farms, etc. At the July 2022 Board meeting, Administration shared that Circular Materials Ontario (CMO) released procurement documents for post-collection services, such as a receiving facility. At this meeting, it was conveyed that significant risks had been

identified and municipalities have opted not to submit bids in response to Circular Materials Ontario's request for proposals. The Manager of Waste Diversion noted that the Authority did not submit a bid and has been exploring alternative uses for Authority assets.

The Manager of Waste Diversion provided a summary on the status of the Authority's contract for the processing of recycled material and noted that the contract was strategically termed to align with the transition.

The Manager of Waste Diversion stated that Authority Administration engaged with waste industry consultants to identify potential options for consideration. After this process, it was determined that there is a potential opportunity for the Authority to generate revenue by selling existing processing equipment and leasing one or both MRFs. The rationale that supports the direction to lease includes the condition of the MRFs and processing equipment, additional site facilities, southern location of the MRF assets in Ontario and the Authority's existing Environmental Compliance Approval (ECA).

The Manager of Waste Diversion highlighted considerations with the leasing of the MRFs. The Authority may need to deal with stranded assets if the RFP is not awarded. The Authority will also have to effectively manage the Leasee to ensure the site ECA and Authority assets are protected.

With these considerations, the Authority engaged with a consultant to assist in developing an RFP to consider leasing assets like the Fibre MRF and Container MRF, along with selling the processing equipment in both MRFs beyond the transition date. The RFP is to consider the lease of one or both MRFs to a processing contractor that supports Ontario's residential blue box program during and/or post-transition. Included in the RFP is the mandatory purchase of MRF processing equipment. Through this RFP, the Authority is requesting that the Leasee is to receive and process Blue Box materials from non-eligible sources in Essex-Windsor as the Producers will not be obligated to service these sources per OReg 391/21. The term is still being finalized but would start after transition.

The Manager of Waste Diversion explained the RFP process. Proposals will be received electronically through the County of Essex's bidding system. Proposals will be reviewed by an evaluation committee. When the committee has selected a preferred proponent, Administration will provide a report to the Board for approval.

The Manager of Waste Diversion stated that there are no financial implications with the report at this time. She asked if there were any questions.

In regards to the management of the lease arrangement, Mr. Kieran McKenzie asked how will the legislation and regulation that the Authority has to comply

with impact the Leasee. He also asked what authority do we have to direct the Leasee without putting the ECA requirements at risk.

The Manager of Waste Diversion stated that in the RFP document there are many parameters to protect the facility. The proponent would need to provide their operational plan (odour control, for example). The RFP also suggests that the Authority has the right to do inspections. There are also liquidated damages that would be contractual requirements of the Leasee and they would be fined accordingly. The Authority would be monitoring daily that the Leasee is compliant and not violating any part of the ECA.

Mr. Kieran McKenzie stated that he supports the Administration's direction and that there was a lot of thought put into this.

The Chair commented that there was a lot of thought put into this report. He noted that it is a slow transition and no one knows how things will evolve. The liability piece on these facilities and buildings puts us in a vulnerable position and dealing with the regulations. He noted that we are unique and do not have many options. He commented that the report was very well done with a methodical approach and key on how the regulations have been woven into the report. He also commented that the at the end of the day, we are trying to eliminate material going to the landfill.

Mr. Kieran McKenzie stated that he has a lot of confidence that we are moving in the appropriate direction.

Mr. Kaschak noted that the transition period is 16 months and we have to move forward as the recommendation is written and collect from non-eligible sources. He commended Administration on the report.

Moved by Kieran McKenzie
Seconded by Gary Kaschak

THAT the Board receive the report as information and provide Administration with approval to proceed with issuing a Request for Proposals for the Material Recovery Facility which includes the lease of one or both facilities, the purchase of processing equipment and the provision of recyclable materials processing services for material collected from non-eligible sources.

**18-2023
Carried**

10. Other Items

No other items were raised for discussion.

11. By-Laws

A. By-Law 2-2023

Moved by Kirk Walstedt
Seconded by Jim Morrison

THAT By-Law 2-2023, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of March, 2023

**19-2023
Carried**

12. Next Meeting Date

Tuesday, April 4, 2023

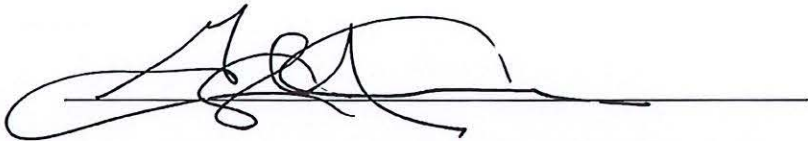
13. Adjournment

Moved by Mark McKenzie
Seconded by Michael Akpata

THAT the Board stand adjourned at 4:51 PM.

**20-2023
Carried**

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager

Item No. 8.9



Committee Matters: SCM 157/2023

Subject: Policy and Funding Program Review for Updating Narrow Streets - City Wide

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 945**

That the report of the Commissioner, Infrastructure Services dated May 4, 2023 entitled "Policy Funding Program Review for Updating Narrow City Streets" **BE RECEIVED**.

Carried.

Report Number: C 66/2023
Clerk's File: SW2023 & ACOQ2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on May 24, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/View/Calendar/20230524/-1>

Subject: Policy and Funding Program Review for Updating Narrow Streets - City Wide

Reference:

Date to Council: May 24, 2023
Author: Chris Nepszy
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356

City Engineer
Report Date: May 4, 2023
Clerk's File #: SW2023 & ACOQ2023

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** this report in response to CQ 8-2022.

Executive Summary:

N/A

Background:

At its May 9th, 2022 meeting of Council, Councillor Gignac asked the following question:

CQ 8-2022

"CQ 8-2022 Asks Administration to review and report to Council if there is a current policy to prioritize "half width streets" to bring them up to current standard width. Also if there are Provincial regulations as to required standard widths for residential roads."

This report is provided in response to CQ 8-2022.

Discussion:

Currently there is not a policy or funding program to prioritize upgrading 'narrow' streets to the City's standard residential street width of 8.6m.

However, the City has an Engineering Best Practice (BP4.3.1) in place for the widening of local roads that are narrower than the standard width, during pavement rehabilitation.

Administration conducted a review of the City’s road inventory in order to define and identify all ‘narrow’ streets. For purposes of this review, a street with a surface less than 4.0 metres in width was considered to be narrow.

The following streets met the narrow street criteria described above:

Street Name	From Street Name	To Street Name	# of Lanes	Lane Length (m)	Surface Width (m)	Ward	Structural Condition Index (SCI)
Penang Lane	Penang Lane	Tecumseh Rd E	1	200	3.7	7	5
Homedale Blvd	Wyandotte St. E.	Ontario St.	1	206.4	3.7	6	4
Homedale Blvd	Ontario St.	Raymond Ave	1	265.90	3.7	6	4
Total				672.3			

Penang Lane

Penang Lane ends at the Via Rail tracks and lines up with the Ganatchio Trail – Little River extension located on the other side of the Via tracks. Penang Lane cannot be upgraded to current City standards as it has both right-of-way and space constraints.

Homedale Boulevard

Homedale Boulevard accounts for approximately 70% of local residential roads meeting the above criteria.

The two segments of Homedale Boulevard noted here as ‘narrow’ streets could be upgraded to current City standards, however, it should be noted that those two segments of roadway are currently in very good condition and will not be in need of rehabilitation or reconstruction for quite some time.

When it is time for Homedale Boulevard to be repaired, options for widening / upgrading the road will be considered as per Engineering Best Practice BP4.3.1.

Concerns over Safety of Narrow Road

With respect to any concern that narrow streets present a safety hazard, streets tend to slow drivers down while wider streets tend to encourage faster driving. A wider street may result in increased traffic on the street.

Currently, two way traffic is permitted on Homedale Boulevard. One option to address concerns on Homedale Boulevard relating to its narrow lane could be to make those two blocks one-way with travel north-bound only.

In the case of low speed, low volume local streets, the *Geometric Design Guide for Canadian Roads* allows for a single lane to serve both directions of traffic. In these cases, drivers turn out at driveways or other gaps in the parking lane to allow opposing vehicles to pass.

Process for Requesting One-Way Travel

There is no existing policy with respect to how residents can request changes to the Traffic Bylaw. Therefore when requests are made for changes to things like one-way streets to two-way streets (or opposite), Traffic Operations defaults to a process that is similar to both the Parking Change Policy and the Traffic Calming Policy. The process includes an initial investigation of the request, and then a petition process in which minimum approvals are required. The initial investigation is completed to identify whether or not the requested change would affect safety of the area or the surrounding areas, and if there are no concerns identified, the resident is allowed to proceed with a petition.

Similar to the Traffic Calming Policy, there are two components to the threshold. To be approved, both criteria must be met:

- Response rate: votes are received from at least 50% of households and commercial properties in the survey area. (City owned properties are ignored for this calculation).
- Level of Support: 60% of the votes received are in favour.

It is possible that converting Homedale Boulevard to one-way travel may lead to increased speed due to the removal of the “friction” on the current two-way travel configuration and thus could lead to concerns regarding speeding.

Risk Analysis:

There is no risk associated with receiving this response to CQ 8-2022.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial impacts associated with the receipt of this report.

Consultations:

France Isabelle-Tunks, Executive Director Engineering / Deputy City Engineer

Shawna Boakes, Executive Director Operations / Deputy City Engineer

Stacey McGuire, Manager, Development

Jeff Hagan, Transportation Planning Senior Engineer

Eric Bailey, Manager, Technical Support

Conclusion:

The City does not currently have a policy or funding program to prioritize upgrading narrow streets to the City's standard residential street width of 8.6m.

Planning Act Matters:

N/A

Approvals:

Name	Title
Phong Nguy for	Executive Director, Operations
Chris Nepszy	Commissioner, Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Item No. 8.10



Committee Matters: SCM 158/2023

Subject: Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures - City Wide - CQ17-2022

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 94**

That the report of the Commissioner, Infrastructure Services dated May 4, 2023 entitled "Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures – City Wide – CQ 17-2022" **BE RECEIVED** for information; and,

That Administration **BE REQUESTED** to work with the Parks Department and City Forester to investigate opportunities to add trees along E.C. Row Expressway on the North and South sides between Walker Road and Howard Avenue.

Carried.

Report Number: C 67/2023
Clerk's File: SW2023 & ACOQ2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **not** the same.
2. Please refer to Item 8.3 from the Environment, Transportation & Public Safety Standing Committee held on May 24, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/View/Calendar/20230524/-1>

Subject: Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures – City Wide - CQ17-2022

Reference:

Date to Council: May 24, 2023
Author: Chris Nepszy
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356

City Engineer
Report Date: May 4, 2023
Clerk's File #: ACOQ2023 & SW2023

To: Mayor and Members of City Council

Recommendation:

That the response to CQ17-2022 regarding traffic noise along the EC Row corridor **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At its September 6th, 2022 meeting of Council, Councillor Kieran McKenzie asked the following question:

CQ 17-2022

"Asks that Administration report back to Council on traffic noise along the EC Row corridor where sound mitigation measures are not in place close to sensitive land uses."

This report is provided in response to CQ 17-2022.

Discussion:

E.C. Row Expressway – Sound Mitigation Measures

The stretch of the Expressway between Howard Avenue to the west and Walker Road to the east does not have any sound mitigation measures installed and there are currently no plans to install any.

This section of E.C. Row (between Howard Avenue and Walker Road) was constructed between 1976 and 1980. Many of the homes in this area near the expressway (on the south side) were built in 1980 – some in the 1940's and 1950's – while many of the homes built on the north side of the expressway were built in the early 1990's.

A review of Development Agreements & Amendments and Subdivision Agreements & Amendments on representative properties in the area found that several of them contain the requirement to have a warning clause registered on title and have such warning included in all Offers/Agreements of Purchase and Sale or Leases.

The location of the properties that were reviewed are located on:

- North Service Road (North of Expressway)
- Jennifer Drive (North of Expressway)
- Manfred Avenue (North of Expressway)
- Hallmark Avenue (South of Expressway)

Information regarding noise mitigation in the agreements pertaining to these properties is provided below.

North Service Road

The following information is contained in the Development Agreement and Amendment for a property on the North Service Road regarding noise attenuation measures:

“The owner further agrees that all dwelling units located on the subject lands shall be fitted with a central air conditioning system so that windows and doors can be closed. The air cooled condenser unit shall be located so as to minimize its impact on and in the immediate vicinity of the subject lands.

The owner further agrees to include in all agreements of purchase, lease and sale and be registered on title:

Purchasers / Tenants / Occupants are advised that despite the inclusion of noise control features in the development of the subject lands and within the building units, sound levels due to increasing road traffic may on occasion interfere with the building units, sound levels due to increasing road traffic may on occasion interfere with some of the indoor and outdoor activities of the dwelling occupants as the noise levels exceed the Ministry of Environment's noise criteria.

This dwelling unit has been supplied with an air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the Ministry of the Environment's noise criteria.”

Similarly, a recent noise study conducted in relation to the residential development located at 1850 North Service Road concluded that:

"This Study has determined that the potential environmental noise impact from road traffic noise is significant. The proposed development will need the

following: a requirement for central air-conditioning, noise warning clauses and special building components. Road traffic noise control requirements for the Site were determined based on road traffic volumes provided by the City of Windsor (City) and forecasted to 10 years from the date of this study."

Jennifer Drive

The Amending Subdivision Agreement for this area (dated December 22, 1987) included specific requirements for building materials for walls, doors, windows, etc. for noise abatement. The agreement also required the installation of a forced air ventilation system and the construction of a suitably shielded outdoor living area.

In addition, the following warning clause about traffic noise on the expressway was required to be added to any offer to purchase, or rental agreement, for these dwellings.

"Purchasers are advised that despite the inclusion of noise control features within this development area an within this building unit, noise levels from increasing traffic on E.C. Row Expressway and the service roads will continue to be of concern, and may occasionally interfere with some activities of the occupants of this dwelling. In order to achieve a suitable indoor noise environment, windows may have to be closed and to facilitate closed windows, this dwelling unit has been equipped with a central air conditioning system."

Regarding the outdoor living area, a further warning clause was required to be added to any offer to purchase or rental agreement on these housing unites. The warning clause regarding the outdoor living area was:

"Due to increasing road traffic on the E.C. Row Expressway and the service roads, the sound levels in open areas exceed both the Ministry of Environment's criteria as well as the sound level limit of the Provincial Freeway Policy and that a shielded outdoor living area has been provided within the backyard for the quiet enjoyment of the occupants."

Manfred Avenue

In this instance, the Subdivision Agreement included a section of noise conditions and required:

- The owner to install an 8'0" high noise barrier in certain locations on private property, with the material having a surface density greater than 20 kgs per square meter. The noise barrier shall not be removed or altered and maintained at the property owner in perpetuity at their expense. If they are not maintained, the City can order repairs to be made.
- All dwelling units shall be fitted with a central air conditioning system and located in a manner so as to minimize its noise impact on and in the immediate vicinity.
- Building walls facing the E.C. Row Expressway shall be of brick veneer starting from the lot grade and extend to the roof.
- The following warning clause shall be registered on title and be included in all offers/agreements of Purchase and Sale or Lease of the lots:

- *“Purchasers/Tenants/Occupants are advised that despite the inclusion of noise control mitigation measures in the development and within the dwelling units, noise levels due to traffic on E.C. Row Expressway interfere with some activities of the dwelling’s occupants”.*

Hallmark Avenue

There were no development agreements registered on title for this property.

However, there is a solid fence (pictured below) that runs along the back of the properties on Hallmark Avenue (between Hallmark Lane and Conservation Drive) which would help reduce traffic noise.



Sound Mitigation Measures on Private Property

As noted in the above agreements, there are several measures that can be taken on private property to reduce traffic noise. These include:

- Installing central air conditioning
- Choosing or replacing building materials (walls, doors and windows) that are effective at noise abatement.
- Installing window treatments such as blinds or curtains, can help reduce the amount of noise that enters the home through windows.
- Using solid fencing can help block out traffic noise.
- Planting dense trees and shrubs along the property line can help absorb and deflect noise, especially if the plants are dense and tall.
- Adding insulation in walls and the attic can help reduce the amount of noise that enters the home.

It is important to note that these measures may not completely eliminate traffic noise, but they can help reduce the amount of noise that enters the home or property.

Environmental Assessment

In the future, should there be a need to conduct an Environmental Assessment for this portion of the E.C. Row Expressway, a noise study would be required at that time. A noise study would measure the actual outdoor noise level in any exposed living areas (typically the back yard) and establish the indoor noise level at the level at the plane of the wall or at the window of any impacted homes. The noise study could:

- conclude that a barrier is not warranted (should noise levels of less than 60dB be reported);
- conclude that a barrier is warranted. (The noise study would identify the height and extent of any required noise barrier).

Local Improvement

Some municipalities utilize the Local Improvement process with respect to noise attenuation projects. For example, in the Region of Peel, residential properties with reverse frontage (a rear or side lot abutting a Regional road) and experiencing a daytime noise level of 60 decibels or higher during daytime hours are eligible for a noise wall under the local improvement process.

There must be at least three properties that would benefit from the wall to qualify. The cost of the noise wall depends on the height and type of material used. The final cost is determined once the project has been tendered. The property owner is assessed 50 percent of the actual total project cost.

Should Council wish Administration to investigate including noise attenuation projects in the Local Improvement Plan, they can direct Administration to develop parameters for Council's review and approval.

Effectiveness of Noise Barriers

Noise travels in waves, not straight lines and sounds can and do go over noise barriers. Part of the sound wave is absorbed, part is reflected away from the barrier, and part is transmitted through the barrier. Noise barriers are only effective in blocking the direct line of sight between the noise source and the receiver. If there are any gaps or breaks in the barrier, or if the barrier is not tall enough, noise can still travel over the top or through the gaps, reducing its effectiveness.

Furthermore, noise barriers are most effective at reducing high-frequency noise, but may not be as effective at reducing low-frequency noise. Low-frequency noise has longer wavelengths, which can travel around the barrier or through gaps more easily.

The effectiveness of using trees as noise barriers depends on the density and type of trees, as well as the frequency of the sound. While trees can absorb some sound energy, they are generally not as effective as other methods of sound mitigation.

Uploading Responsibility for E.C. Row Expressway to the Province

In 1997, the provincial government of the day downloaded responsibility for the expressway to the City of Windsor. As the expressway is essential for neighbouring communities like Tecumseh and LaSalle, the City continues to consider opportunities

regarding the shifting of responsibility for maintaining the E.C. Row expressway back to the Province.

Risk Analysis:

No risks are associated with the receipt of this report.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial impacts associated with the receipt of this report.

Consultations:

Michael Cooke, Manager of Planning Policy / Deputy City Planner

Shawna Boakes, Executive Director Operations / Deputy City Engineer

Rob Slater, Executive Initiatives Coordinator

Conclusion:

Many properties in this area, including those with sensitive land uses, were subject to having warning clauses included on title; offers to purchase or rental agreements. In addition, many residences in this particular area were required to be constructed with noise attenuation features.

Planning Act Matters:

N/A

Approvals:

Name	Title
Phong Nguy for	Executive Director, Operations
Chris Nepszy	Commissioner, Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Item No. 8.11



Committee Matters: SCM 159/2023

Subject: Dandurand Avenue Pedestrian Generator Sidewalk (from Northwood Street to existing sidewalk (approximately 210m north)) - Ward 10

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 947**

- I. THAT Council **APPROVE** the final design and construction of an infill Pedestrian Generator Sidewalk on Dandurand Avenue as proposed in Option 3 of this report, and,
- II. THAT the estimated cost of \$ 140,000.00 **BE CHARGED** to the Pedestrian Safety Improvement Project (Project no. 7045034); and,
- III. THAT Council **PRE-APPROVE** the Award of Tender related to this project, provided that the Tender amount is within the approved budget, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; and,
- IV. THAT the CAO and the City Clerk **EXCECUTE** an agreement with the low bidder, with said contract being satisfactory in form to the Commissioner of Legal & Legislative Services, and in financial content to the Commissioner of Corporate Services, CFO/City Treasurer.

Carried.

Report Number: S 58/2023

Clerk's File: SW2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.5 from the Environment, Transportation & Public Safety Standing Committee held on May 24, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/View/Calendar/20230524/-1>

Subject: Dandurand Avenue Pedestrian Generator Sidewalk (from Northwood Street to existing sidewalk (approximately 210m north)) - Ward 10

Reference:

Date to Council: June 12, 2023
Author: Isak Quakenbush
Engineer II
519-255-6257 ext. 6407
iquakenbush@citywindsor.ca
Engineering
Report Date: May 8, 2023
Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** the final design and construction of an infill Pedestrian Generator Sidewalk on Dandurand Avenue as proposed in Option 3 of this report, and,
- II. THAT the estimated cost of \$ 140,000.00 **BE CHARGED** to the Pedestrian Safety Improvement Project (Project no. 7045034); and,
- III. THAT Council **PRE-APPROVE** the Award of Tender related to this project, provided that the Tender amount is within the approved budget, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; and,
- IV. THAT the CAO and the City Clerk **EXCECUTE** an agreement with the low bidder, with said contract being satisfactory in form to the Commissioner of Legal & Legislative Services, and in financial content to the Commissioner of Corporate Services, CFO/City Treasurer.

Background:

A request was received from Councillor Jim Morrison to investigate the need for a sidewalk on Dandurand Avenue to provide a connection to Northwood Street. Administration assessed this section of Dandurand Avenue to see if it qualifies under the Pedestrian Generator Sidewalk Policy, as established by CR343/2007. This policy allows for the construction of sidewalks in qualifying areas, **at no cost to the residents.**

Discussion:

The definition of a Pedestrian Generator Sidewalk is contained within the Pedestrian Generator Sidewalk Policy, and reads as follows:

A sidewalk to be located where any of the following exist:

1. It is located on a route leading to a significant pedestrian destination.
2. It is required to serve more than the abutting properties, including institutional and parkland access.
3. It is required on a school approach street.
4. It is required for the separation of pedestrians from vehicles in the community.
5. It is requested or endorsed by a School Board.
6. It would be inequitable to charge the full cost of the sidewalk to the abutting property owners.

The evaluation below is based on the above definition confirming that this section qualifies as Pedestrian Generator Sidewalk.

1. This sidewalk is on a route that leads to the following pedestrian generating locations all within 1 kilometer of the Dandurand Avenue and Northwood Street intersection:

Heavy Pedestrian Generators:

Holy Names Catholic High School
Northwood Public School
École Secondaire Catholique E. J. Lajeunesse

Moderate Pedestrian Generators:

Windsor Mosque
Filipino Community Center
Maranatha Christian Academy

2. This sidewalk would connect the northern 385 meters of Dandurand Avenue, all of Dandurand Court, Balsamo Court, Bonadonna Court, Piazza Street and Alexandra Avenue. This situation has arisen due to the development of Dandurand Avenue that did not include a sidewalk.

At the north end of the existing sidewalk is Balsamo Park. The proposed infill sidewalk would also allow pedestrian access from Northwood Street to this park.

3. Dandurand Avenue is a school approach street as it provides the only pedestrian access to Northwood Street and the schools listed above, for Dandurand Avenue, Piazza Street, Bonadonna Court, Balsamo Court and Dandurand Court.
4. The pavement width of 8.6 meters on Dandurand Avenue carries two way traffic and on-street parking on the west side. This leaves insufficient level space to accommodate pedestrians within the cross-section. There is no existing physical space for pedestrians to travel that is separate from vehicles which increases the probability of a pedestrian-vehicle conflict.

5. The Windsor-Essex Catholic District School Board, and the Greater Essex County District School Board have submitted letters of support for the construction of the sidewalk to ensure the safety of the students and residents while travelling to Holy Names Catholic High School and Northwood Public School. These letters are attached as Appendix A. The Windsor Police Service has also supported the project in an email attached as Appendix B.
6. This sidewalk would serve the community to the north of the project location, as shown above. Thus, it would be inequitable to charge the abutting property owners for this project.

Additionally, Northwood Street is a heavily utilized bus route. Windsor-Essex Student Transportation Services (WESTS) confirmed that seven routes stop or move through Dandurand for both pick-up and drop-off. Stops for these routes occur at the three intermediate intersections and at Northwood Street. Northwood Street and Dandurand Court do not currently have sidewalk facilities to safely accommodate students awaiting their bus. These buses do not service the three schools that are listed as heavy pedestrian generators as WESTS confirmed that Dandurand Avenue is within all three schools walk zones.

Active Transportation Master Plan:

The Active transportation master plan has also identified this section of Dandurand Avenue as requiring sidewalk improvements. The infill would help accomplish many of the strategies and actions proposed within the plan. Some of the most notable action items include:

- ACTION 1A.6: Add, Preserve and Enhance Walkways and Connections Through Neighbourhoods.
- ACTION 1D.1: Improve Walking and Cycling Connections to Transit Service Consistent with the Concurrent Transit Windsor Service Review
- ACTION 4B.1: Actively Support the Active and Safe Routes to School Program to Encourage and Spread Awareness of the Benefits of Walking, Cycling and Busing to School.

The sidewalk and the traffic calming speed humps that are planned on Dandurand Avenue will greatly increase the safety and function for pedestrians in the area.

Design Options:

Three possible orientations were considered for this section of sidewalk. The discussion below shows the considerations that affect the construction cost and constructability of the sidewalk in each orientation. Council Drawing C-3729 attached as Appendix C shows the aerial of the proposed options and the conflicts described below.

Option 1 continues the sidewalk down the east side of Dandurand Avenue. This option has the most driveway crossings. It also runs the same side of the existing street

lighting, which would need to be moved. In addition, multiple other utilities would need to be accounted for during design and construction.

Option 2 would terminate the existing sidewalk on the east side at Balsamo Court and require the installation of a Level 2, Type D pedestrian crossing (PXO) with Accessibility for Ontarians with Disabilities Act (AODA) ramps on both sides of Dandurand Avenue. This crossing would require the installation of two additional light poles to meet the required illumination. The proposed sidewalk would then run down the west side of Dandurand Avenue to Northwood Street. This orientation avoids the utilities on the east side of the street but does require the removal of approximately 40 meters of existing sidewalk to prevent pedestrians from continuing on a path that dead ends. There is one fire hydrant at the corner of Dandurand Court that will need to be adjusted to accommodate the sidewalk. In this option, the pedestrians would be required to cross the street at Balsamo Court at a location where Dandurand Avenue curves which is not ideal for sight lines.

Option 3 utilizes the full length of existing sidewalk, extending it down the east side of Dandurand Avenue to Dandurand Court; where, prior to conflicts with the street lighting and other utilities, a Level 2, Type D PXO would be installed. This option would utilize the existing light pole at this intersection but would require the installation of one additional pole on the northwest corner of the intersection. The sidewalk would then continue down the west side of Dandurand Avenue up to Northwood Street. The location of this crossing is also further from the bend on Dandurand Avenue; therefore, providing better sight lines. The fire hydrant would need to be adjusted in this option similar to Option 2.

SIDEWALK LAYOUT CONSTRUCTABILITY COMPARISON			
CONSTRUCTION ITEMS	OPTION 1	OPTION 2	OPTION 3
Concrete Driveway Crossings	11	4	6
Brick Driveway Crossings	5	0	0
Street Light Moves/ Installations	3	2	1
Misc. Encroachments	3	1	1
AODA Ramps	0	4	4
Fire Hydrant Move	NO	YES	YES
Demolition of Existing Sidewalk	NO	YES	NO

Administration hand delivered letters to the abutting residents on both sides of Dandurand Avenue to solicit comments. Residents were given 14 days to respond during which Administration received varied comments.

Per above, the construction of Option 3 is recommended as it utilizes the full length of the existing sidewalk, has the least obstructions, causes minimal impact to the abutting residents and minimizes the hazard of reduced sight lines by locating the crossing away from the existing road curves on Dandurand Avenue.

Risk Analysis:

Associated risks to the City resulting from the undertaking of this project include risks typical of construction projects, such as bodily injury, property damage, and matters arising from violations of the Occupational Health and Safety Act. These risks will be transferred to the successful Contractor through the contract entered into with the City. As part of the contract with the successful Contractor, the Contractor will be required to provide proof of insurance to the City, as well as indemnify the City from any claims which may arise from their work during or after construction.

Risks associated with not undertaking this project include the likely probability of pedestrians and vehicles conflicts during peak traffic times.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Based on the selection of Option 3 the required estimated funds are outlined below.

BUDGET	
Estimated Sidewalk Construction Budget	\$ 116,000.00
Non-Recoverable HST	\$ 2,040.00
Engineering/Inspection/Geomatics/Soils	\$ 21,960.00
TOTAL ESTIMATED COSTS	\$ 140,000.00

The Financial Planning Administrator for Engineering has confirmed that there is sufficient funding in project 7045034 Pedestrian Safety Improvements, to carry out the work noted above.

Consultations:

Linda Mancina – Financial Planning Administrator

Michael Dennis – Financial Manager of Asset Planning

Adam Pillon – Manger of Right of Way

Wira Vendrasco – Deputy City Solicitor

Jeff Hagan – Transportation Planning Sr. Engineer

Paul Mourad – Engineer III

Conclusion:

Administration recommends that Council approve the construction of the sidewalk presented in Option 3 in conformance with the Pedestrian Generator Sidewalk Policy and Active Transportation Master Plan.

Planning Act Matters:

N/A

Approvals:

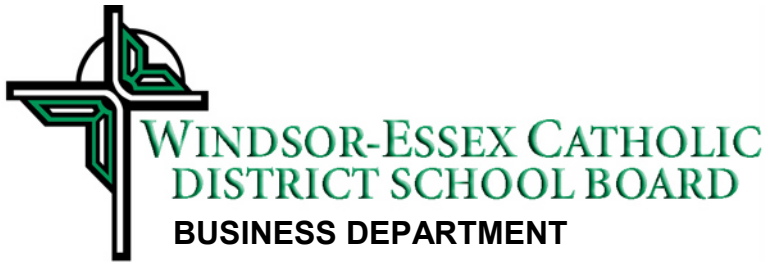
Name	Title
Fahd Mikhael	Manager of Design
France Isabelle-Tunks	Executive Director of Engineering/Deputy City Engineer
Chris Nepszy	Commissioner of Infrastructure Services
Shelby Askin Hager	Commissioner of Legal & Legislative Services
Tony Ardovini	Commissioner of Corporate Services, CFO/City Treasurer (A)
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Letter of Support - Windsor-Essex Catholic District School Board
- 2 Letter of Support - Greater Essex County District School Board
- 3 Letter of Support from Windsor Police Service - email
- 4 C-3729 - Proposed Pedestrian Generator Sidewalk Infill Options, Dandurand Avenue from Northwood Street to Balsamo Court



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Emelda Byrne
Telephone: (519) 253-2481 FAX: (519) 253-8397

March 27, 2023

Mr. Isak Quakenbush, Engineer II
City of Windsor
350 City Hall Square, Suite 310
Windsor, ON N9A 6S1

SENT VIA EMAIL: iquakenbush@citywindsor.ca

Dear Mr. Quakenbush:

Re: Pedestrian Safety Improvements (Sidewalks) and Dandurand Avenue between Balsamo Court and Northwood Street, Windsor, ON.

This letter is in response to the communication we received from you via e-mail on February 21, 2023 regarding the City of Windsor Pedestrian Safety Improvements Program as it relates to a pedestrian generator sidewalk on Dandurand Avenue between Balsamo Court and Northwood Street.

The Windsor-Essex Catholic District School Board wishes to express our support of the above-mentioned project for council consideration.

Thank you for the opportunity to respond.

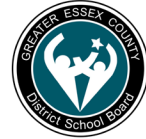
Yours truly,

A handwritten signature in black ink that reads "Penny King".

Penny King, CPA, CGA
Executive Superintendent of Business

PK/eg

cc: M. Adams, Senior Manager Facilities Services



March 8, 2023

Dear Mayor Dilkens and Members of City Council

RE: Pedestrian Generator Sidewalk Policy

The Greater Essex County District School Board (the “Board”) endorses the City of Windsor’s Pedestrian Generator Sidewalk Policy, as it particularly relates to the recommendation for the installation of a sidewalk on Dandurand Avenue between Balsamo Court and Northwood Street. The addition of a school approach sidewalk is needed to address the safety concerns facing our students and families for Northwood Public School (the “School”), located at 1100 Northwood Street.

For several years, the School’s administrators have been faced with many issues associated with vehicular traffic and student safety in the area. Northwood Street is a transportation route to Northwood Public School. This school generates a substantial number of pedestrians of all ages. Additionally, based in the same neighbourhood are Holy Names Catholic Highschool, Ecole Secondaire Catholique EJ Lajeunesse, Maranatha Christian Academy, Windsor Mosque, Filipino Community Centre and The Gathering Church which also generate pedestrian traffic.

The Board is a strong advocate and participant in Active Transportation initiatives. The installation of a school approach sidewalk under the Pedestrian Generator Sidewalk Policy would greatly improve the safety of students and community members using not just the school facility but other community facilities in the area. Due to the absence of a sidewalks along Dandurand Avenue between Balsamo Court and Northwood Street, many parents and guardians drive their children to school, resulting in significant vehicular traffic at school arrival and dismissal times, which further exacerbates the safety concerns.

The Board is grateful for the collaborative partnerships with the Windsor Police Services and the Engineering Department to assist in addressing student, staff and

community safety. The Board fully endorses the installation a school approach sidewalk on along Dandurand Avenue between Balsamo Court and Northwood Street under the City of Windsor’s Pedestrian Generator Sidewalk Policy.

Thank you for your consideration and for your partnership with the Board.

Sincerely,



Shelley Armstrong, CPA, CA
Superintendent of Business and Treasurer

cc: Erin Kelly, Director of Education
Gale Simko-Hatfield, Chairperson of the Board of Trustees
Christie Nelson, Trustee (Ward 3, 4 and 10)
Sarah Cipkar, Trustee (Ward 3, 4 and 10)
Dustin O’Neil, Principal

Quakenbush, Isak

From: Ing, Duke <ding@windsorpolice.ca>
Sent: Friday, April 21, 2023 1:08 PM
To: Quakenbush, Isak
Subject: Pedestrian Safety Improvements - Dandurand Ave, Northwood to Balsamo Court

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Quakenbush,

The Windsor Police Service is pleased to offer its support for the proposed Pedestrian Generator Sidewalk infill project on Dandurand Avenue.

We recognize that this is a highly trafficked area by pedestrians and vehicles, especially when students are moving to and from the identified schools in the area.

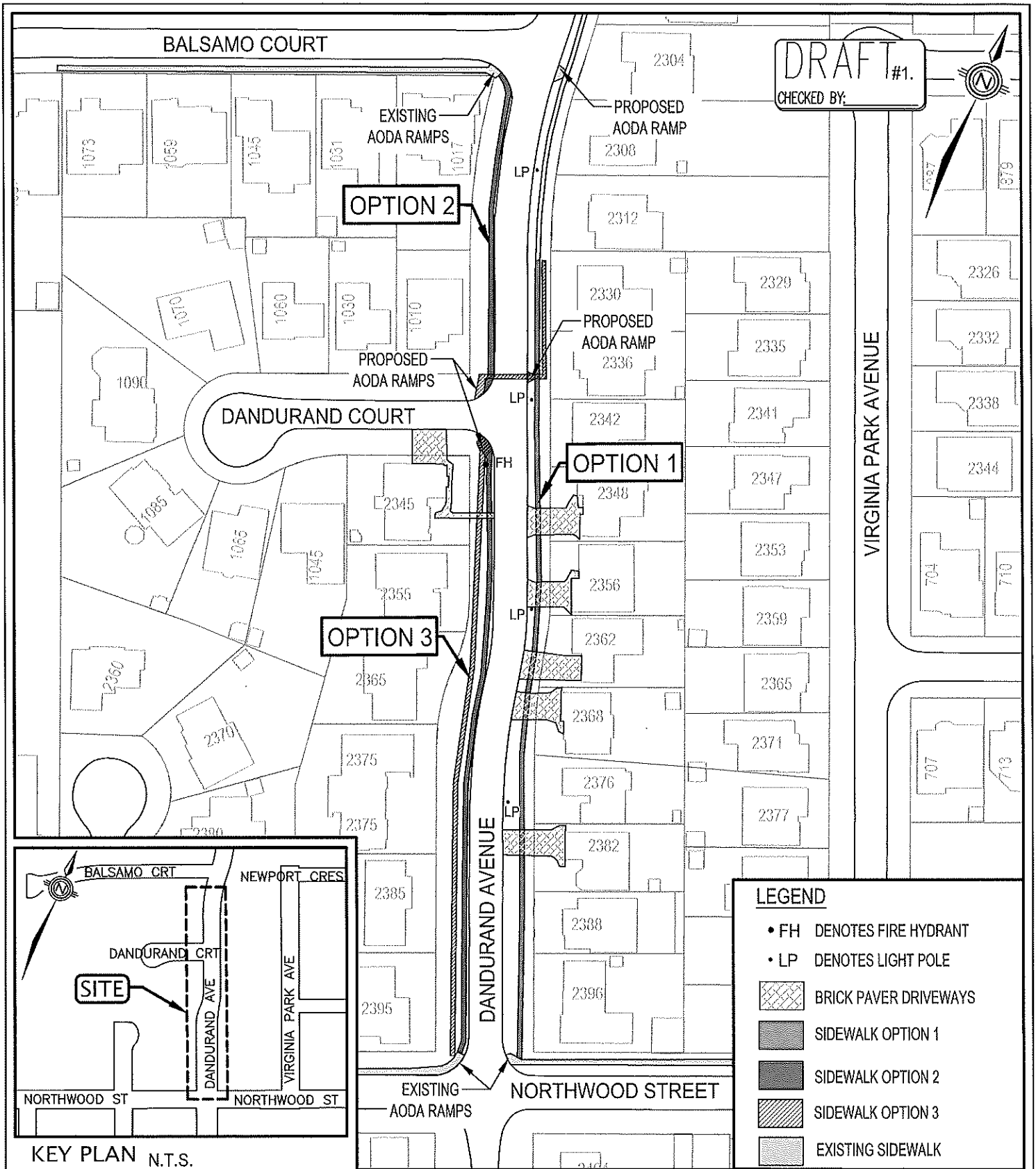
Outside of school hours, we understand there are also various religious and community facilities in this area that generate a high volume of pedestrian and vehicle traffic.

This initiative will definitely assist in improving community safety by offering a safer path for pedestrians and ease congestion in the area.

Thank you for consulting with the Windsor Police Service.

Sincerely,

Staff Sergeant Duke ING
Windsor Police Service
Patrol Support Unit
226-348-1840 (Cell)
519-255-6700 Ext 4116 (Office)
150 Goyeau Street
Windsor, Ontario
N9A 6J5
P.O. Box 60
ding@windsorpolice.ca



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Pedestrian Generator Sidewalk Infill Options On Dandurand Avenue from Northwood Street to Balsamo Court

SCALE: 1:1000	DATE: APRIL 2023	REVISED: ---	DWG. NO. C-3729
DWN BY: UT	CHKD BY: PJU / IQ	REVISION NO.: ---	

Kirk Tamm, Manager of Geomatics



Subject: Update Regarding Council Decision B14/2019 and Proposed Local Improvement Policy Amendment for Shoreline Structures - City-Wide

Reference:

Date to Council: June 12, 2023
Author: Isak Quakenbush
Engineer II
519-255-6257 ext. 6407
iquakenbush@citywindsor.ca
Engineering
Report Date: May 29, 2023
Clerk's File #: SL2023

To: Mayor and Members of City Council

Recommendation:

- I. That City Council **RECEIVE** this report in response to Council Decision B14/2019 with respect to the City-owned shorewall along Lake St. Clair; and,
- II. That City Council **APPROVE** the addition of Section 4.6 Shoreline Structures to the existing Consolidated Local Improvement Policy (Appendix B).

Executive Summary:

N/A

Background:

At its meeting on April 1, 2019, City Council adopted resolution B14/2019 which reads:

- I. That Council **FORMALLY REQUEST** the Lieutenant Governor of Ontario for permission to divest of the City-owned Shorewall along Lake St. Clair; and
- II. That Administration **FURTHER REPORT BACK** with respect to the questions regarding possible transfer ownership of shorewalls and associated land; and
- III. That City Council **DIRECT** Administration to establish a Public Shorewall Local Improvement Policy in accordance with the parameters of this report and bring forward for approval of City Council; and
- IV. That Administration conduct a condition assessment of the 1.5 km. Riverside breakwall situated between the South Shore of Lake St. Clair and the north side

of the lots located on the north side of Riverside Drive from Sand Point Beach to the Rendezvous Shores Subdivision; and

- V. That \$ 75,000.00 **BE FUNDED** as a Council priority project in 2019 from the Pay-as-you-go Reserve Fund 160 funding source; and
- VI. That Administration be requested to report back with recommendations with those results including the number of affected property owners in Southwood Lakes and on the East end; and
- VII. That Administration **BE REQUESTED** to organize a public meeting with the Ward Councillors and affected residents to be scheduled before the report is finalized; and
- VIII. That ERCA **BE REQUESTED** to take on the project and fund the condition assessment.

This report is intended to respond to and provide status updates to the above noted Council Decision items.

Discussion:

Divesture of the Riverside Drive East Shorewall

The request of the City for permission to divest was acknowledged by the Ministry of Natural Resources and Forestry (MNRF) on November 15, 2019. An investigation was initiated by the MNRF in early 2020 and was determined to have carriage of the request for divestiture and accompanying recommendation to the Lieutenant Governor.

In late 2021, Bill 13 received royal ascent authorizing the Minister of the MNRF to make some public land decisions including release from restrictions in letter patents, as is the case here. Administration has confirmed that the City's initial request is still valid and have paid the required administration fee to the MNRF to initiate the Minister's review. Administration is still awaiting a decision at this time but continues to follow up.

Regardless of the Minister's decision, divestiture of the entire wall may be difficult as not all property owners may accept ownership. Administration will develop viable plans on how to divest any portion of the shorewall, should that become an option, and report back.

Local Improvement Policy (LIP) Amendment

Ontario Regulation 586/06 Local Improvement Charges allows maintenance and work on shoreline structures to be assessed as a Local Improvement. The attached Shoreline Structures Local Improvement Policy Amendment (Appendix B) was drafted for consideration. A municipal structure that solely benefits private property is not common, however, the amendment provides a method to address shoreline improvements through the LIP process.

Since these structures solely benefit the adjacent properties, the full cost of the work would be assessed to the abutting property owners through one of the following:

- A one-time payment
- 10- year special charges period*
- 20-year special charges period*

*At an interest rate deemed appropriate by Administration for carrying costs.

Local Improvement works can be petitioned for when one or more abutting property owners formally requests the work and delivers a sufficiently signed petition.

In cases where improvements are determined to be necessary to protect the ongoing integrity and sustainability of the infrastructure, but absent a request from an abutting resident, the City can initiate those improvements. If the affected residents are opposed to the work, they will have 30 days to submit a sufficiently signed petition against the works. If a sufficiently signed petition is provided, the City may not proceed and may not initiate the same project again for two years. If deemed necessary, the City could apply to the Ontario Land Tribunal for approval to undertake the work.

Riverside Drive East Shorewall Condition Assessment

Administration engaged Landmark Engineers Inc. (Landmark) for the completion of a structural assessment and functional design for the 1.5 km East Riverside Shorewall. This assignment was completed through the Engineering Roster and the report was delivered by Landmark on January 16, 2020 (Appendix A). The contents of this report were released at the public meeting on March 31, 2023 and indicates the wall is structurally in fair to good condition; however, the wall has been undermined along a significant portion of the length allowing the retained fill materials to be eroded and undermine the concrete splash decks.

Landmark provided a functional design that places a rip-rap and geotextile toe in front of the wall to re-establish the base of the wall to the lakebed to prevent further erosion. The wall would then be backfilled and the concrete splash decks replaced or rehabilitated as needed.

The improvements are recommended to extend the life of the existing structure. The estimated costs noted within the report are between \$3.5 to 5.5 million depending on final design and timing of work.

Eligibility for Policy

The total number of abutting properties affected by this proposed policy amendment in East Riverside is 70 properties.

Public Meetings East Riverside:

The public meeting for residents abutting the East Riverside Shorewall was held on Friday, March 31, 2023 at the Riverside Sportsman's Club from 4-7 p.m. The boards presented at the meeting are attached as Appendix C. Approximately 36 properties

were represented according to the sign-in sheet and administration received 17 comment sheets. In addition, 14 properties provided comments during the comment period for a total of 31 received comment sheets. The resident comments and inquiries received are summarized below:

- 1) Abutting residents should not have to pay 100% of the construction costs because:
 - a) This is a City owned shorewall.
 - b) The shorewall protects the community to the south from flooding.
 - c) Some owners have already paid for shoreline related improvements.
- 2) Landmark's Functional Design will:
 - a) Affect lake access for swimming, fishing and boat usage.
 - b) Cause boat lifts and other structures to no longer be functional.
 - c) Trap trash and debris causing odor issues and poor visual aesthetics.
- 3) Will residents be able to purchase their portion of the shorewall?
- 4) Has the City pursued other funding sources, such as, federal and provincial?

As presented during the Public meeting, Ontario Regulation 586/06, Local Improvement Charges, grants municipalities the power to pass by-laws to perform work on a retaining wall and recover the cost from the abutting residents.

The shorewall does not protect against flooding. The Sewer and Coastal Flood Protection Master Plan has identified the instantaneous 1:100 year flood elevation to be 176.5 meters, while the highest elevation of the shorewall is 176.2 meters. In addition, the properties to the west have generally lower elevations than the lots abutting the shorewall. During coastal flooding events water infiltrates onto Riverside Drive from these western properties, bypassing the shorewall.

The City continues to implement the Sewer and Coastal Flood Protection Master Plan by constructing continuous inland landform barriers at the 176.5 meter elevation to protect the community south of Riverside Drive. In the area of the municipally owned shorewall, the Ganatcho Trail is currently acting as this landform barrier.

It is acknowledged that some residents have repaired or replaced the splash decks behind the shorewall (some multiple times). This supports Landmark's findings that material is being pulled from behind the shorewall through the gap between the shorewall and the lakebed. Re-establishing the shorewall's connection to the lakebed would prevent the undermining of the splash decks and prevent the need to regrade and replace them. Therefore, Administration has revised the amendment from that presented at the public meeting to clarify that required work on private property would be handled similar to other LIP projects. Each individual property would be assessed for

the work required on that property. With the revised LIP amendment, the property owners who have previously completed splash deck related improvements may not have to be burdened with further costs if no splash deck repairs or improvements are required on their property.

Under the proposed amendment, each abutting property would be assessed 100% of the work required to maintain the shorewall along only its frontage.

The Landmark report presented the most cost effective shorewall functional design and recognizes that there are other design options that could be explored.

It is currently not possible for property owners to purchase their portion of the shorewall due to restrictions in the letters patent. The City has requested from MNRF that the restrictions be lifted and if approved, transfer of ownership would become a possibility.

Administration has investigated possible shorewall funding programs and continues to monitor opportunities as new grants and funding sources become available regularly. However, application processes are generally competitive and there is no guarantee of success with any future applications.

Southwood Lakes:

The Sewer and Coastal Flood Protection Master Plan recommends operational improvements to the ponds. Administration is currently working with a consultant to investigate options to alter the ponds hydrology and the ramifications of doing so. The results are expected in November of this year, after which a public meeting may be planned with the Southwood Lakes residents.

ERCA Response

ERCA was requested to take on the project and contribute funds to the Condition Assessment. ERCA advised that they do not have the resources to take on such an asset nor to fund the assessment.

In ERCA's opinion, having the City maintain ownership of the structure enables a consistent approach to hazard protection, rather than individualized solutions that would vary property-to-property. ERCA also advised, that if municipal ownership is maintained, there may be federal level funding sources for breakwall remediation addressing fish habitat issues.

Risk Analysis:

There is significant financial risk involved with not approving the proposed amendment to the Local Improvement Policy to include Shoreline Structures. If not approved, the City would have to fund the repairs through the general tax levy for works that solely benefit private individuals.

Climate Change Mitigation:

There are no mitigation risks associated with the proposed shorewall policy.

Climate Change Adaptation:

Though there are no adaptation risks associated with the proposed shorewall policy, it should be noted that climate change may impact shorelines.

More frequent and intense rain events, higher lake levels and wave action can accelerate erosion and increase the need for enhanced shoreline protection. Future shorewall improvements should address any increasing risks associated with climate change.

Financial Matters:

There are a number of financial impacts that have been analyzed should the recommendation within this report be approved. This included an assessment of the impact to City funding, the impact on available cash flows, and costs associated with the administration of the program, etc. Currently, the cost for such work is either funded as part of a municipal capital project or cost shared between the City and the property owner(s). The portion that remains to be funded over time by the taxpayer is in essence a loan with the City, in which the municipality becomes the financial lending authority on a long-term basis to the property owner and this is not necessarily aligned with service delivery. A 20-year term requires administrative resources that could be utilized for other priorities.

Furthermore, in situations where interest rates are initially higher and then fall over the repayment period, a property owner can choose a payout based upon the remaining balance outstanding. The same does not hold true for the city, as interest rates rise over the 20-year period, the City would be essentially forgoing interest revenue until the full balance owing is collected. There is no ability for the City to renegotiate the terms of the loan.

Under the current policy, property owners will be provided with the choice to pay their share of the cost in full. Those property owners who require financial assistance with the full payment can choose to access alternative financing through various lending institutions, which would likely have provisions for longer-term repayment periods and more attractive interest rates.

An illustrative example is shown below with today's 20 year lending institution average rate of 6.85% versus the City's rate offering of 8.38%.

Lending Institution		City of Windsor	
Average Loan Amount of \$50,000		Average Loan Amount of \$50,000	
Loan Term Fixed Rate	20 Yrs	Loan Term Fixed Rate	20 Yrs
Interest Rate	6.85%	Interest Rate	8.38%
Monthly Payment	\$383	Monthly Payment	\$430
Total at end of Term	\$91,959	Total at end of Term	\$103,229
Total Interest	\$41,959	Total Interest	\$53,229

As illustrated above, it is financially beneficial to seek external financing rather than to rely on the city program.

Consultations:

Wira Vendrasco,	Deputy City Solicitor – Legal and Real Estate
Karina Richters,	Supervisor Environmental Sustainability and Climate Change
Linda Mancina,	Financial Planning Administrator
Adam Pillon,	Manager of Right-of-Way
Adam Mourad,	Engineer II
Stacey McGuire,	Manager of Development
Tom Graziano,	Drainage Superintendent
Ryan Langlois,	Water and Waste Water Engineer
Natasha Gabbana,	Senior Manager of Asset Planning
Luigi Congi,	Asset Coordinator
Kristina Savi-Mascaro,	Deputy Solicitor – Purchasing, Risk Management and POA
Public Meeting	March 31, 2023

Conclusion:

This report is intended to provide an update to Council Decision B14/2019. Administration recommends adopting the proposed amendment to the Local Improvement Policy to include Section 4.6 Shoreline Structures. Should the option to divest the City of this asset be confirmed, Administration will report back.

Planning Act Matters:

N/A

Approvals:

Name	Title
Fahd Mikhael	Manager of Design
France Isabelle-Tunks	Executive Director of Engineering/Deputy City Engineer

Name	Title
Chris Nepszy	Commissioner of Infrastructure Services
Shelby Askin Hager	Commissioner of Legal & Legislative Services
Janice Guthrie	(A) Commissioner of Corporate Services – CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Craig Kondruk	11060 Riverside Drive East	
James Bryant	Essex Region Conservation Authority 360 Fairview Ave W Suite 311 Essex, Ontario, N8M 1Y6	JBryant@erca.org

Additional list provided to the Clerks Office

Appendices:

- A Landmark Shorewall Assessment and Functional Design Report
(January 16 2020)
- B Proposed Local Improvement Policy Amendment - 4.6 Shoreline Structures
- C March 31 2023 Public Meeting Boards



January 16, 2020

Project No. 19-007

City of Windsor Engineering Dept.
350 City Hall Square West
Windsor, Ontario
N9A 6S1

Attention: Mr. Andrew Dowie, P.Eng.
Executive Initiatives Coordinator

**Re: East Riverside Shorewall Assessment & Functional Design
Final Report**

Dear Mr. Dowie:

In accordance with the terms of our proposal dated 21 May 2019, please be advised that we have completed our investigation and assessment of the City's shorewall structure along Lake St. Clair in East Riverside. The findings of our investigation and our design recommendations for the restoration of the shorewall are presented in the following report.

1.0 Background

It is our understanding that in 1931, the former Town of Riverside acquired approximately 30 acres of waterlots along the Lake St. Clair shoreline from the Province of Ontario and constructed a concrete breakwall on the property in cooperation with the Federal government. We understand that the subject waterlots were subsequently conveyed to the owners of the abutting shoreline properties – with the specific exception of the 1-foot wide strip of property upon which the concrete breakwall was built.

When the City of Windsor annexed the Town of Riverside in 1965, it also inherited the subject breakwall. This situation was brought to the attention of Windsor City Council in response to Council Question 25-2017, which noted the concerns of residents along Riverside Drive East with regard to both the ownership and the condition of the existing breakwall. It is our understanding that abutting property owners have reported the existence of several significant cracks and holes in the 85+ year old concrete

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Professional Engineers
Ontario

structure, resulting in active erosion occurring along portions of the privately-owned Lake St. Clair shoreline north of Riverside Drive East.

In response to the above, the City of Windsor retained Landmark Engineers in the summer of 2019 to undertake a condition assessment of the existing concrete breakwall structure located on the Lake St. Clair shoreline between the East Marsh Pumping Station (10864 Riverside Drive East) and the Rendezvous Shores subdivision.

A key plan, depicting the location of the study area, is provided here as Figure 1.

2.0 Purpose and Scope

The principal purpose of this study was to document and assess the condition of the City-owned concrete breakwall along the Lake St. Clair Shoreline between the East Marsh Pumping Station (10864 Riverside Drive East) and the Rendezvous Shores subdivision in East Riverside. The assignment also included the development of a functional design for a scope of shorewall repairs (including the adjacent privately-owned deck slabs), complete with cost estimates for budgeting purposes.

In carrying out this assignment, we executed the following scope of work:

- Visual and tactile inspections (both above and below the waterline) of the existing shoreline structure(s) within the study area;
- Documenting the condition of the existing shoreline structures (both above and below the waterline) via photographs and inspection notes;
- Identifying and quantifying observed deficiencies in the shoreline structure(s); and,
- Preparing functional design recommendations for repairs to the shoreline structures – including order-of-magnitude cost estimates for budgeting purposes.

Our findings are presented below.

3.0 Inspection Methodology

3.1 Underwater Inspections by Watech

For the underwater inspection component of this assignment, Landmark retained Watech Services Inc., a specialized marine engineering and inspection company based out of London, Ontario. We understand that on three separate occasions in October and November 2019, Watech mobilized a workboat to the site and carried out underwater inspections of the subject shorewall using a three-person inspection crew. Their crew included 2 commercial divers equipped with surface-supplied-air diving helmets, complete with inbuilt voice communication and recording devices.

Over the course of their inspections, Watech maintained location control by marking stationing in metres along the shorewall at regular intervals. Watech's stationing began with Station 0+000 at the steel sheet pile section of shorewall along the Rendezvous Shores subdivision, and

ran westerly as far as Station 1+330 at 10870 Riverside Drive East. Watech utilized this stationing to reference regular water depth measurements across the study area – as well as their observations of any deficiencies in the shorewall. We understand that underwater conditions were generally poor over the course of Watech’s inspections, with a maximum visibility noted of approximately 0.3m.

A copy of Watech’s full report, complete with above- and below-water photographs detailing the findings of their underwater inspections, is attached to this report as Appendix A.

3.2 Surface Inspections by Landmark

On 20 November 2019, Landmark staff mobilized a small watercraft and carried out a visual and tactile inspection of the subject shoreline from the water surface on Lake St. Clair. Photographs of the shoreline condition were taken at each individual property within the study area, starting with Property #1 at 10870 Riverside Drive East and working easterly as far as Property #69 at 11906 Riverside Drive East. Notes were also compiled to document the conditions observed at each property. A plan depicting the location of each property inspected by Landmark (cross-referenced with Watech’s stationing) is attached as Figures 2A and 2B.

A photographic inventory of the shoreline condition at each property within the study area is attached as Appendix B. A summary of Landmark’s field notes from the inspection (noting the general configuration and condition of the wall, deck slab, and other onshore features at each property) is attached as Appendix C.

4.0 Summary of Findings

A cross-section depicting the typical configuration of the existing shorewall and shoreline deck slab is attached as Figure 3. This figure was prepared based on the field observations and measurements documented by Watech and Landmark.

4.1 Shorewall Configuration & Condition

As depicted in Figure 3, the existing shorewall structure along the Lake St. Clair shoreline generally consists of a 1.8m-tall vertical concrete wall, cast in-place over timber pilings. The cast-in-place concrete shorewall appears to have been constructed with a slightly concave vertical curvature along its lakeward face, and was constructed with 100mm-diameter drain holes located near mid-height at intermittent locations along its length. The shorewall is generally approximately 0.3m wide along its top edge.

Over the course of Watech’s underwater inspections, it was noted that the concrete wall itself is generally in fair to good physical condition, with some spalling and cracking noted at isolated locations – generally at or near the waterline. This is consistent with the observations made in the field by Landmark. Watech also noted that the timber support piles appear to be in fair to good condition at the locations where they were visible. There is no evidence of any significant settlement or misalignment (vertical or horizontal) anywhere along the length of the shorewall within the study area.

The primary concern regarding the condition of the shorewall is that it appears to have been undermined by wave action along a significant proportion of its length, exposing the supporting timber piles and allowing the retained backfill to erode through the gap at the base of the wall. The intermittent drainage holes through the concrete wall could also be providing a pathway for wave action to erode the retained fill materials behind the shorewall.

4.2 Deck Slab Configuration & Condition

For most of the properties within the study area, a concrete deck slab runs along the shoreline, immediately inland of the concrete wall. The configuration of the deck slab varies considerably from property to property, with deck widths ranging between 2.5m and 5.0m, varying deck heights, and varying support configurations for the slab. Generally, it appears that the original deck slabs were supported directly on the backfill materials, while most of the newer-looking slabs rest directly on top of the concrete shorewall.

The condition of the existing deck slab also varies widely from property to property along the length of the subject shoreline, with several properties having what appears to be fairly new and intact slabs (e.g., Appendix B, Property #4 & #5), while others consist of severely broken slabs and/or rubble (e.g., Appendix B, Property #22 & #23). While some of the deterioration of the older deck slabs can be attributed to age and weathering, it appears that most of the damage exhibited in the shoreline deck slabs results from undermining and erosion of the underlying backfill.

Based on our inspection notes (see Appendix C), we estimate that approximately 40 of the 69 properties within the study area exhibit cracking and/or settlement in the deck slab to the extent that would warrant significant repair or replacement in the short- to medium-term.

4.3 Onshore Flood Control Features

As part of Landmark's inspection of the subject shoreline, we noted the presence and condition of any secondary walls and/or berms behind the shoreline deck slabs at each property within the study area (see Appendix C). We understand that many of these features were built in the late 1980s based on the City's 1986 *Shoreline Management Plan* (by N.K. Becker and Associates Ltd.) in an effort to mitigate inland flooding from Lake St. Clair.

The type, condition, and approximate top elevation of these features are listed in Appendix C for the information purposes. No assessment of the integrity and/or effectiveness of these features was carried out at this time, as these features are located on private property and this was beyond the scope of our current assignment.

5.0 Analysis and Discussion

As noted above and as indicated in the Watech report (see Appendix A), the existing concrete shorewall within the study area appears to be generally stable and in fair condition. Despite the structure's age and its exposure to harsh shoreline conditions, most of the concrete below the observed water level on Lake St. Clair appears to be generally sound, and the supporting timber

piles (where they are exposed) appear to be generally intact. Furthermore, there is no evidence of any significant settlement or misalignment (vertical or horizontal) anywhere along the length of the shorewall within the study area.

Based on the field observations documented by Landmark and Watech, it appears that the primary cause for structural damage and instability along the shoreline within the study area is the undermining of the concrete shorewall and the resulting loss of retained backfill. This ongoing erosion has led to the formation of significant voids below the shoreline deck slabs at several properties, and has resulted in the settlement and/or failure of many of the deck slabs.

Given the above, it is our opinion that any viable strategy for restoration of the shoreline along Lake St. Clair in East Riverside must include measures to fill the existing gaps along the base of the shorewall and protect it from further undermining in the future. Measures to plug and/or fill the existing drainage holes in the shorewall would also be necessary.

6.0 Recommended Works

6.1 Shorewall Repair and Toe Protection Works

To address the undermining and erosion issues noted above, we recommend that an engineered toe protection structure be constructed along the base of the existing shorewall along its entire length. Although toe protection could be achieved by a variety of means (including new steel sheet piling, tremie concrete wall extensions, etc.), we believe that the most practical and economical method would be to install appropriately-sized and bedded rip-rap along the base of the wall, as depicted in Figure 4. This would allow the toe protection to be constructed from a barge with a minimum of disruption to the lake bed and the existing shoreline properties. Based on our initial assessment, any other structural solution would be at least twice as expensive.

In implementing the rip-rap toe protection depicted in Figure 4, it is essential that the clear stone used to infill the gap at the base of the existing shorewall be covered with a heavy-duty non-woven geotextile, as shown. This will serve to prevent the migration of fine backfill materials through the layered rock protection and thus maintain the integrity of the shoreline structures. A similar method (or other non-pervious material) should also be used to plug and/or cap the existing drain holes through the concrete shorewall.

6.2 Slope Stabilization & Deck Restoration Options

With the toe protection installed as described above, the existing voids behind the shorewall and the deficiencies in the deck slab can then be properly addressed. Where the existing deck slab is exhibiting significant cracking and/or settlement, we would recommend that the slab be removed and the underlying eroded backslope covered with a heavy-duty non-woven geotextile. The void can then be filled with an appropriate granular material and a structurally-reinforced deck slab reconstructed over top. In designing the slab, the north edge should rest directly over the shorewall, while the south edge should be supported by a cast-in-place grade beam, founded to frost depth. This scope of slope stabilization and deck restoration works is presented as Option #1 in Figure 5.

Where the existing deck slab is in good condition, it may be possible to stabilize the underlying slope by drilling holes through the deck surface and filling the underlying voids with unshrinkable lean concrete fill. This option (i.e., Option #2 – see Figure 6) would serve to address the eroded backslope while minimizing the disruption to the existing shoreline.

6.3 Cost Estimate

Based on the scope of repairs outlined in Figures 4 through 6 and described above, we estimate that the construction cost to repair and restore the shoreline structures within the study area will be in the order of **\$3.5 to \$4.5 Million** (excluding HST). A breakdown of this cost estimate is provided in Table 1, based roughly on unit rates that we have observed on similar barge-based construction projects in recent years.

Please note that the breakdown provided in Table 1 represents our most optimistic projections for the scope of work outlined herein. Given the relative inaccessibility of the site (backing entirely on private property) and potential for difficulties to arise during construction due to strong winds, high waves, and inclement weather, we have added a \$1 Million estimating contingency to our base estimate to provide the range of costs noted above. Please also note that our cost estimate does not include allowances for engineering, administration, or financing.

Thank you for the opportunity to work on this assignment. We trust that the above will be sufficient for your purposes. If you have any questions or concerns, please do not hesitate to call.

Yours truly,

Landmark Engineers Inc.

Daniel M. Krutsch, P.Eng.



David T. Killen, P.Eng.





Project: City Council Agenda Page 12-2623 Page 148 of 196 EAST RIVERSIDE SHOREWALL ASSESSMENT	Title: KEY PLAN – STUDY AREA	Date: 14 JAN. 2020	FIGURE 1
		Scale: NTS	
		Project No.: 19-007	



LEGEND

- ① PROPERTY IDENTIFICATION #
- PROPERTY LIMITS
- 0+500 | STATIONING (AS PER WATECH REPORT)



Title	PROPERTIES INSPECTED (10870 TO 11382 RIVERSIDE DR. E.)		Date	15 DEC 19	FIGURE 2A
	Project	EAST RIVERSIDE SHOREWALL ASSESSMENT		Scale	
		Project No.	19-007		

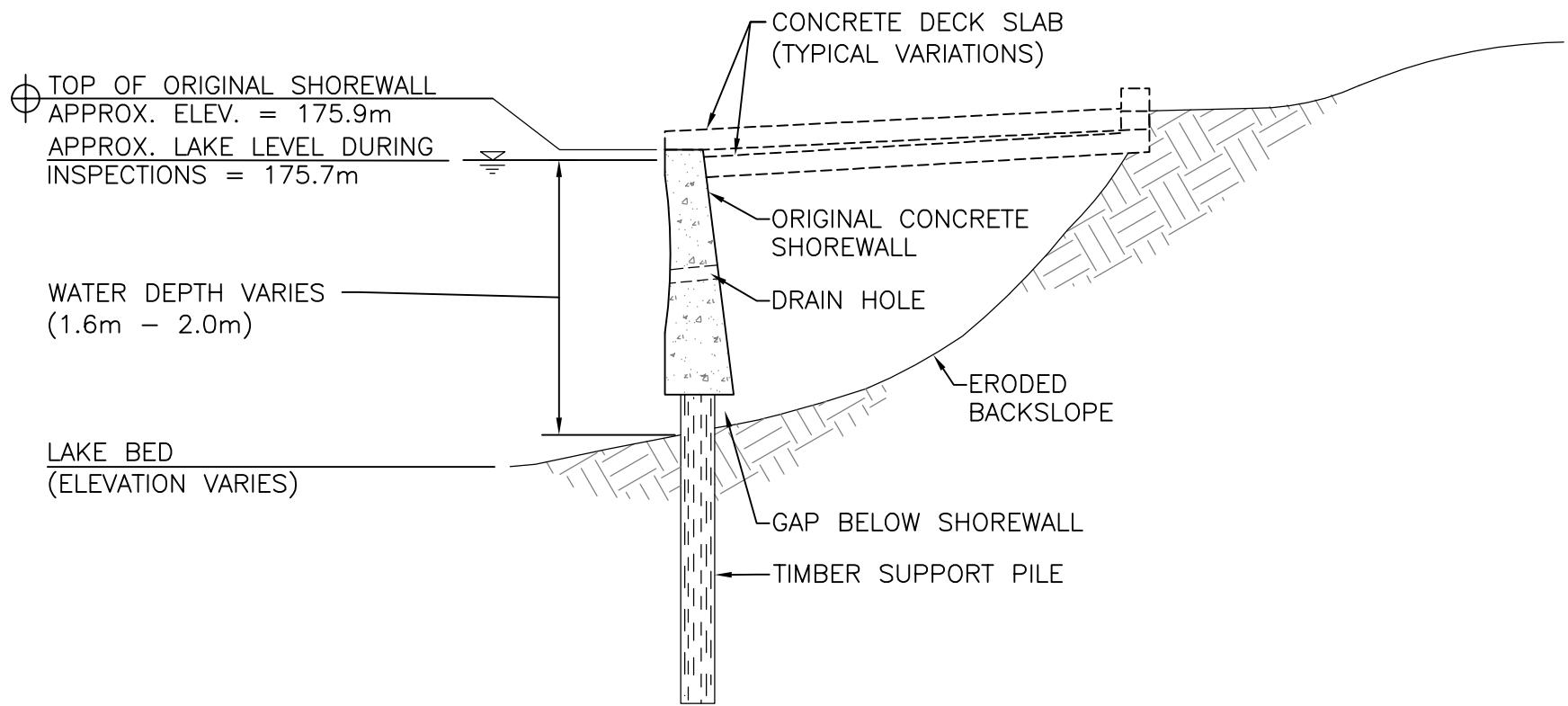


LEGEND

- ① PROPERTY IDENTIFICATION #
- PROPERTY LIMITS
- 0+500
| STATIONING (AS PER WATECH REPORT)

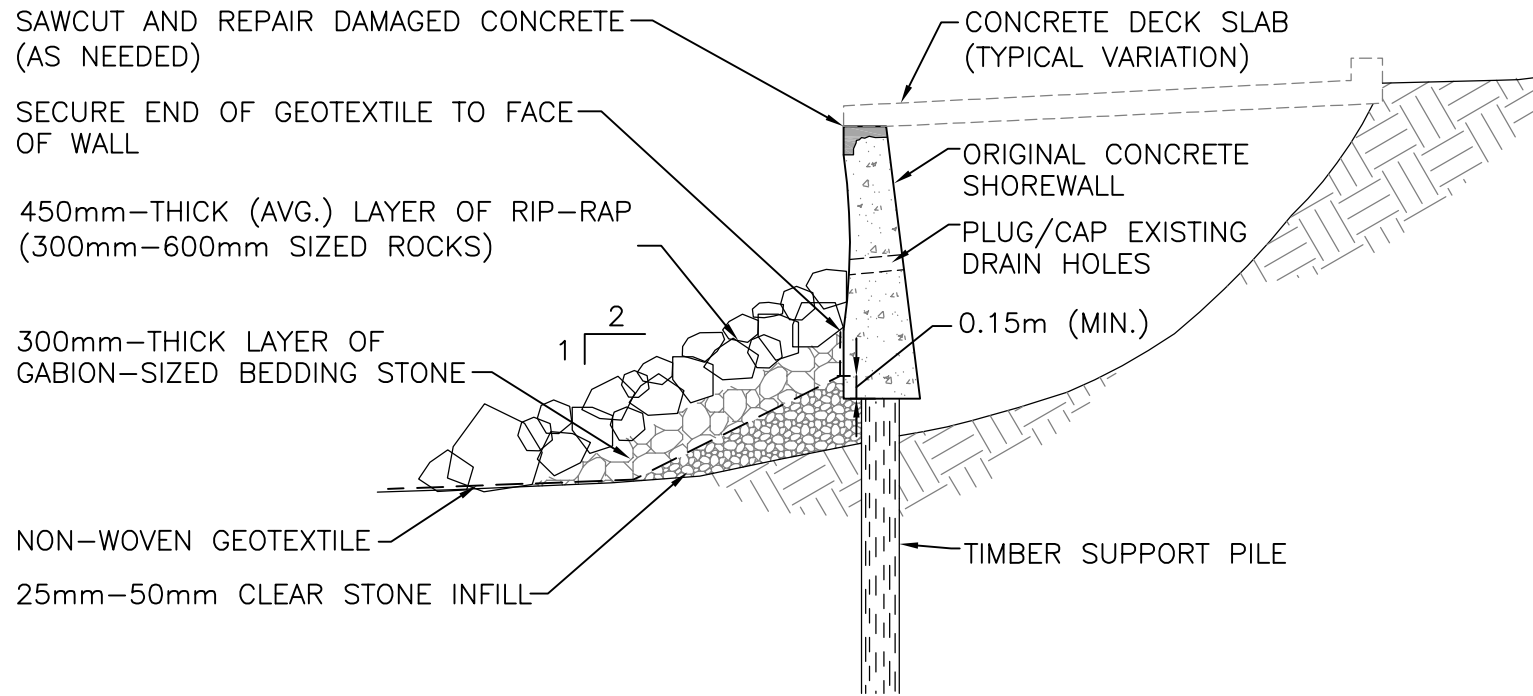


Title	PROPERTIES INSPECTED (11382 TO 11906 RIVERSIDE DR. E.)		Date	15 DEC 19	FIGURE 2B
	Project	EAST RIVERSIDE SHOREWALL ASSESSMENT		Scale	
		Project No.	15-007		



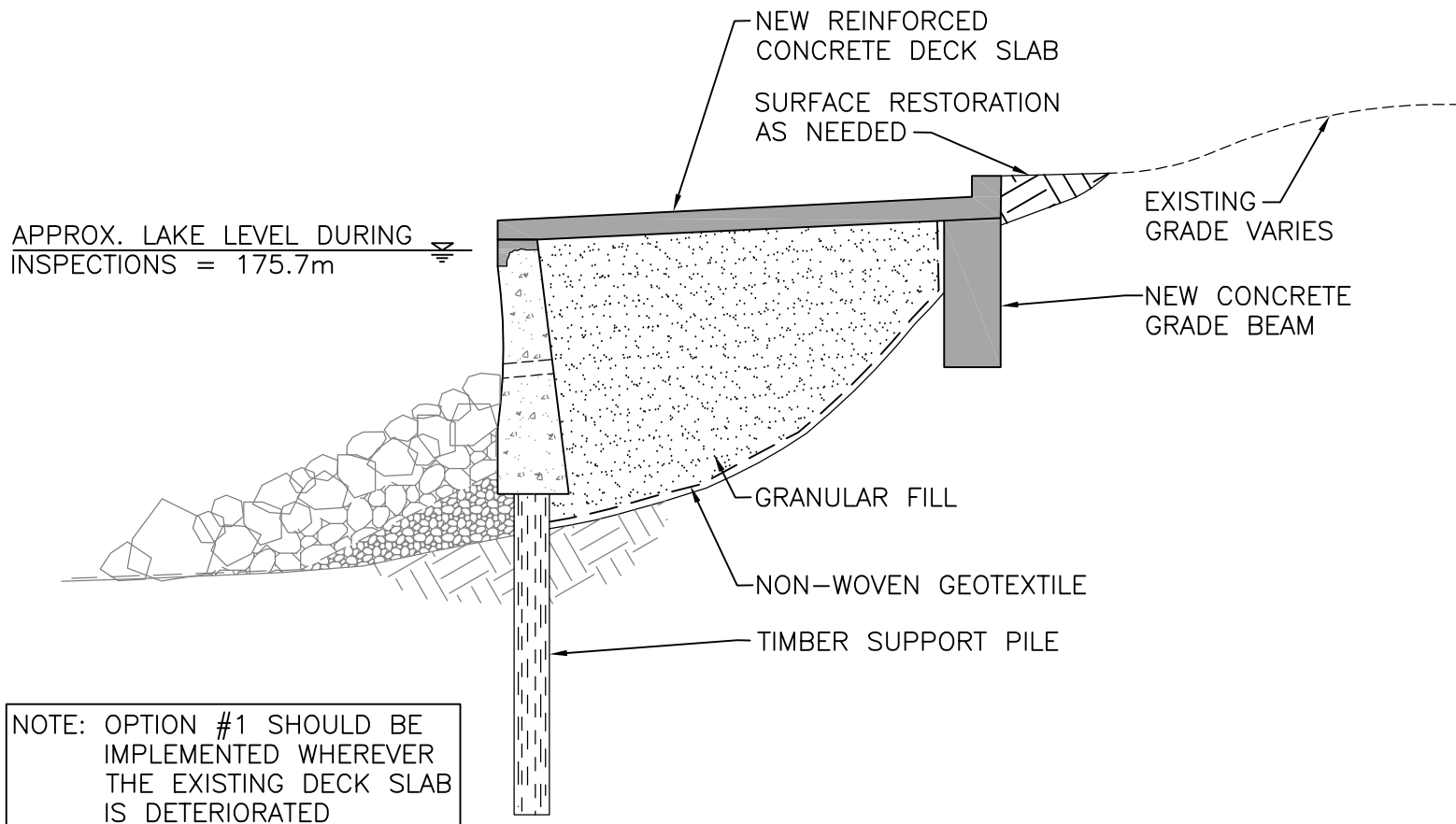
Project	Title	EXISTING CONDITIONS (TYPICAL)	Date	14 JAN. 2020	FIGURE 3
	Project	EAST RIVERSIDE SHOREWALL	Scale	1:50	
	City Council Agenda - June 14, 2023	ASSESSMENT & FUNCTIONAL DESIGN	Project No.	19-007	

Page 151 of 196



Project	Title	PROPOSED WORKS: SHOREWALL REPAIR AND TOE PROTECTION EAST RIVERSIDE SHOREWALL	Date	14 JAN. 2020
	ASSESSMENT & FUNCTIONAL DESIGN		Scale	1:50
	City Council Agenda - 12/14/2020		Project No.	19-007

FIGURE
4

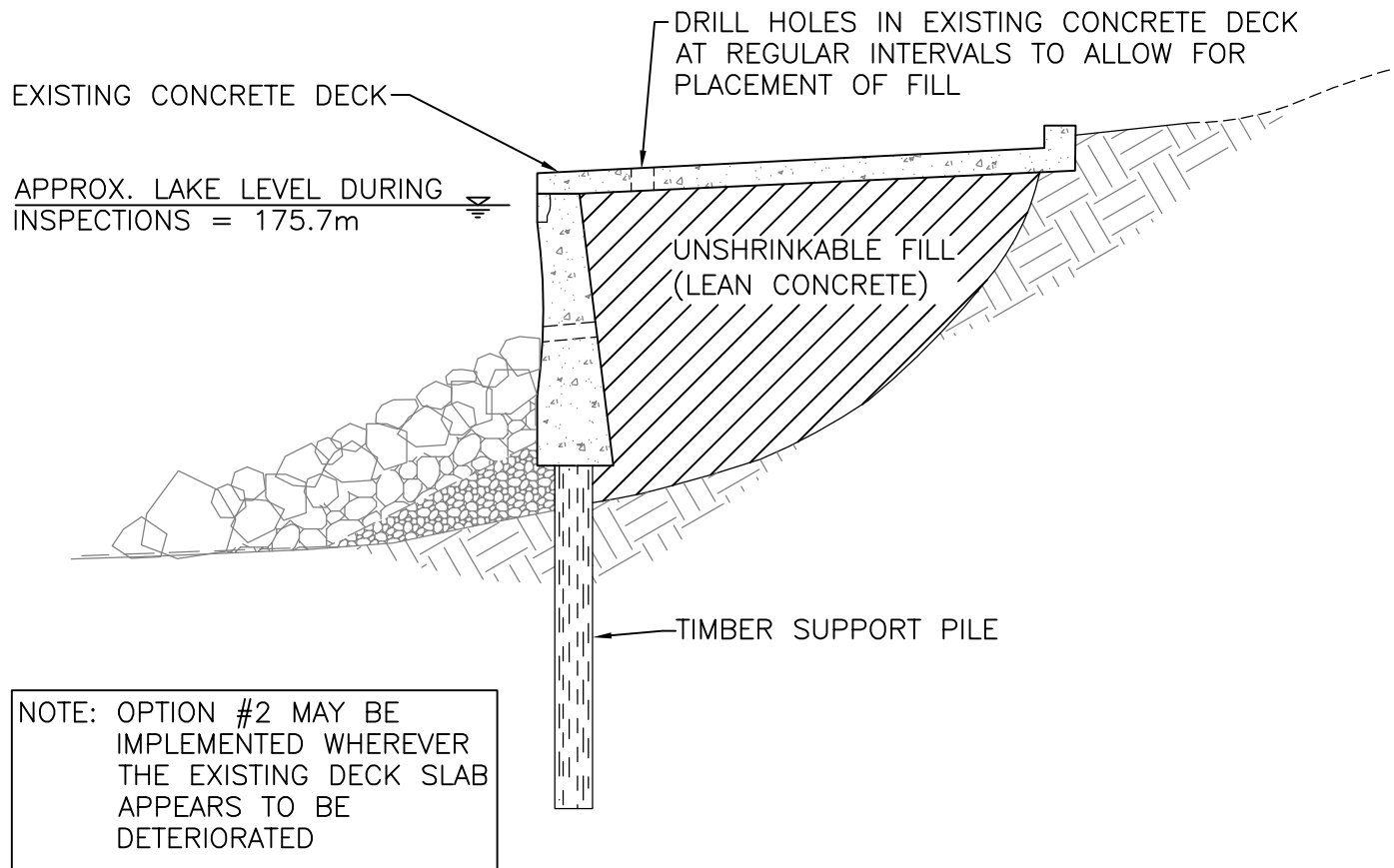


NOTE: OPTION #1 SHOULD BE IMPLEMENTED WHEREVER THE EXISTING DECK SLAB IS DETERIORATED



Title	PROPOSED WORKS: SLOPE STABILIZATION & DECK RESTORATION (OPTION #1)
Project	EAST RIVERSIDE SHOREWALL ASSESSMENT & FUNCTIONAL DESIGN
Date	14 JAN. 2020
Scale	1:50
Project No.	19-007

FIGURE
5



Title	PROPOSED WORKS: SLOPE STABILIZATION (OPTION #2)	Date	14 JAN. 2020
Project	EAST RIVERSIDE SHOREWALL	Scale	1:50
ASSESSMENT & FUNCTIONAL DESIGN		Project No.	19-007

FIGURE
6

**Table 1 - East Riverside Shoreline Restoration Works
Budget Estimate**

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
<u>SECTION A - SHOREWALL REPAIR & TOE PROTECTION WORKS</u>					
1	Patch repairs to existing concrete shorewall	Cu. M.	5	\$20,000.00	\$100,000.00
2	Supply and place clear stone infill	Tonnes	1,200	\$90.00	\$108,000.00
3	Supply and install geotextile	Sq. M.	5,000	\$5.00	\$25,000.00
4	Supply and place gabion-sized bedding stone	Tonnes	1,400	\$90.00	\$126,000.00
5	Supply and place rip-rap	Tonnes	2,800	\$110.00	\$308,000.00
TOTAL SECTION A					<u>\$667,000.00</u>
<u>SECTION B - SLOPE STABILIZATION & DECK RESTORATION WORKS (Option #1)</u>					
1	Break up, remove, and dispose of existing concrete deck slab and underlying debris	Sq. M.	3000	\$25.00	\$75,000.00
2	Rough grade backslope	Sq. M.	3000	\$10.00	\$30,000.00
3	Supply and install geotextile	Sq. M.	3000	\$5.00	\$15,000.00
4	Supply, place, and consolidate granular fill	Tonnes	7500	\$80.00	\$600,000.00
5	Construct new reinforced concrete grade beam	Lin. M.	760	\$500.00	\$380,000.00
6	Construct new reinforced concrete deck slab	Sq. M.	3000	\$200.00	\$600,000.00
TOTAL SECTION B					<u>\$1,700,000.00</u>
<u>SECTION C - SLOPE STABILIZATION WORKS (Option #2)</u>					
1	Drill holes in existing concrete deck and infill void with unshrinkable lean concrete fill	Cu. M.	2000	\$500.00	\$1,000,000.00
TOTAL SECTION C					<u>\$1,000,000.00</u>
<u>SECTION D - MISCELLANEOUS COSTS</u>					
1	Mobilization & Demobilization	Lump Sum			\$80,000.00
2	Yard Restoration Works	Allowance			\$28,000.00
3	Contract Costs	Allowance			\$25,000.00
TOTAL SECTION D					<u>\$133,000.00</u>
TOTAL ESTIMATED COST					<u>\$3,500,000.00</u>

APPENDIX B

Amendment to: Local Improvement Policy Consolidation

4.6 Shoreline Structures

a) Where:

- A municipally owned shoreline structure abuts one or more privately owned properties; and
- The abutting property owner(s) have requested in writing that repair and/or replacement of the shoreline structure be carried out; or
- The City initiates repair or replacement of the shoreline structure as a Local Improvement.

The abutting property owner(s) shall be assessed for:

- 100% of the cost per metre frontage for the repair and/or replacement of the shoreline structure abutting their property, including restoration.
- 100% of work required in the backshore of the benefitting property.

The City will:

- Pay 100% of the cost per metre frontage for the repair and/or replacement of the shoreline structure abutting municipally owned property.
- Assess the costs plus rate of interest determined by the City Treasurer to the property owner, to be repayable as a one time payment or as a Local Improvement Charge assessed to the property owner for the desired repayment period of no longer than 20 years.

WELCOME

to the
MARCH 31, 2023

PUBLIC MEETING

PROPOSED LOCAL IMPROVEMENT POLICY AMENDMENT

(SHORELINE STRUCTURES)

&

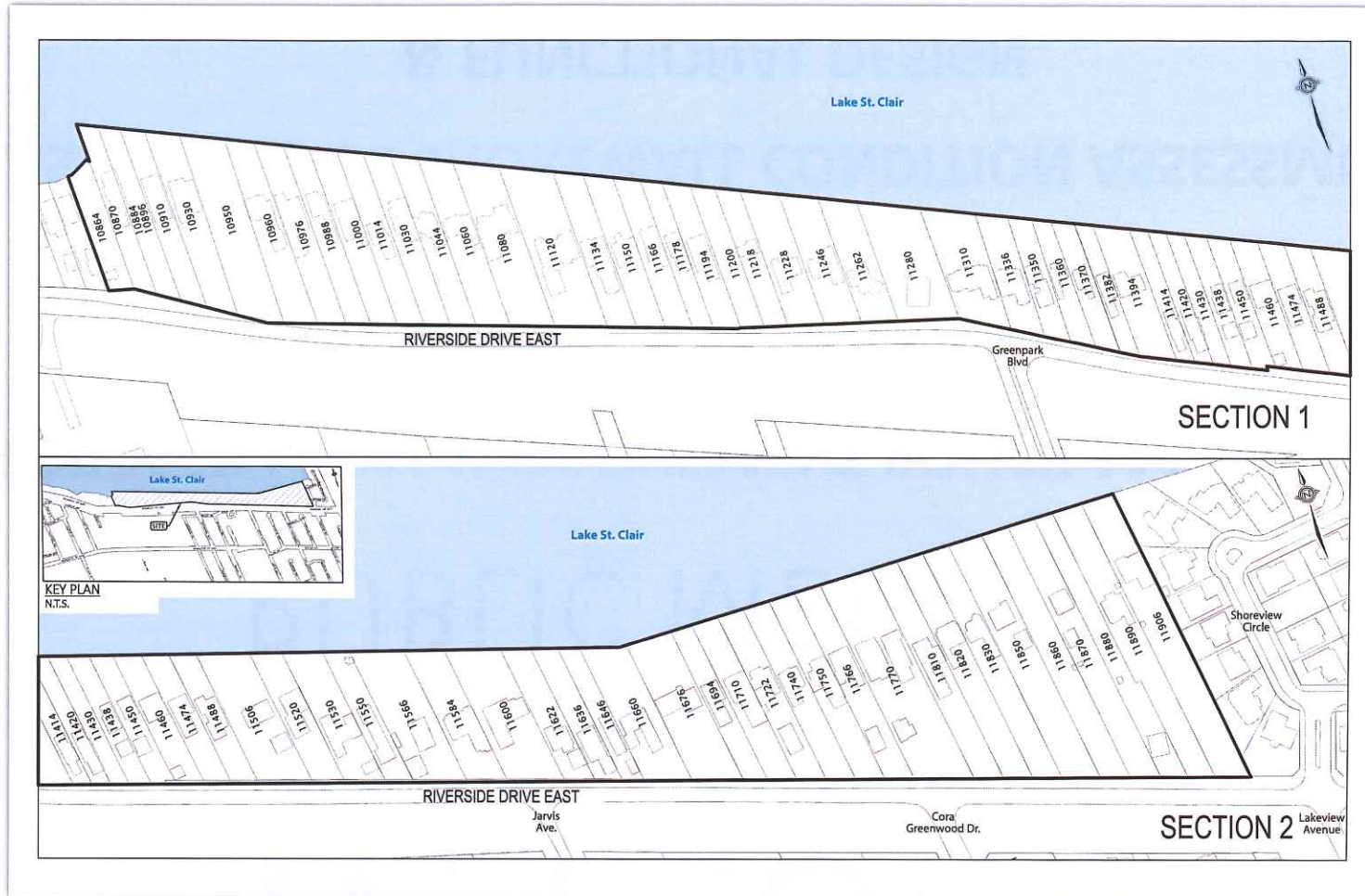
EAST RIVERSIDE SHOREWALL CONDITION ASSESSMENT

& FUNCTIONAL DESIGN

(PREPARED BY LANDMARK ENGINEERS INC.)



EAST RIVERSIDE AFFECTED AREAS



HISTORY OF EAST RIVERSIDE SHOREWALL

- 1931 – Concrete breakwall constructed by Town of Riverside.
- 1935+/- – Lots were conveyed to owners with specific exception of the breakwall by Riverside.
- 1966 – City of Windsor Annexes Town of Riverside and inherits the breakwall.
- 2017 – Windsor City Council hears concerns on condition and ownership of breakwall (CQ25-2017) from councilor Kusmierczyk.
- 2018 – City Council Report C188/2018 provides background to City Council.
- 2019 – Council Decision B14/2019 funds shorewall assessment report and directs development of an LIP policy amendment.
- 2020 – Landmark Engineers Inc. finalizes their East Riverside Shorewall Assessment and Functional Design Report.
- 21/22 – City of Windsor coordinates with government agencies and develops LIP amendment.
- 2023 – This public meeting to discuss report and policy.

EXISTING LOCAL IMPROVEMENT POLICY (LIP)

Ontario Regulation 586-06 Local Improvement Charges – Priority Lien Status

- Grants the power to Municipalities to construct infrastructure work requested by the residents or proposed by the Municipality by passing a by-law to undertake the work as a local improvement for the purpose of raising all or part of the cost of the work by imposing special charges on,
 - (a) lots that abut on the work;
 - (b) lots that do not abut on the work but will be immediately benefited by it; or
 - (c) a combination of the lots described in clauses (a) and (b). O. Reg. 586/06, s. 5 (1).

Definition of work includes many types of infrastructure (a-q) including:

- (i) Constructing a retaining wall, dyke, breakwater, groyne, crib or other shore protection work along a body of water;

City of Windsor – Local Improvement Policy Consolidation – S 60-2020

- **Purpose:** To present a cost-sharing policy setting forth special assessments for municipal infrastructure such as storm and sanitary sewers, street lighting, sidewalks, pavements, curbs and gutters and private drain connections constructed under the provisions of the Local Improvement Regulation, O. Reg. 586/06.
- **Does not** currently include shoreline protection works, see LIP Amendment – Shoreline Structures

PROPOSED SHORELINE STRUCTURES AMENDMENT

Where:

- A municipally owned shoreline structure abuts one or more privately owned properties; and
- The abutting property owner(s) have requested in writing that repair and/or replacement of the shoreline structure be carried out; or
- The City initiates repair or replacement of the shoreline structure as a Local Improvement.

The abutting property owner(s) shall be assessed for:

- 100% of the cost per metre frontage for the repair and/or replacement of the shoreline structure abutting their property, including restoration.

The City will:

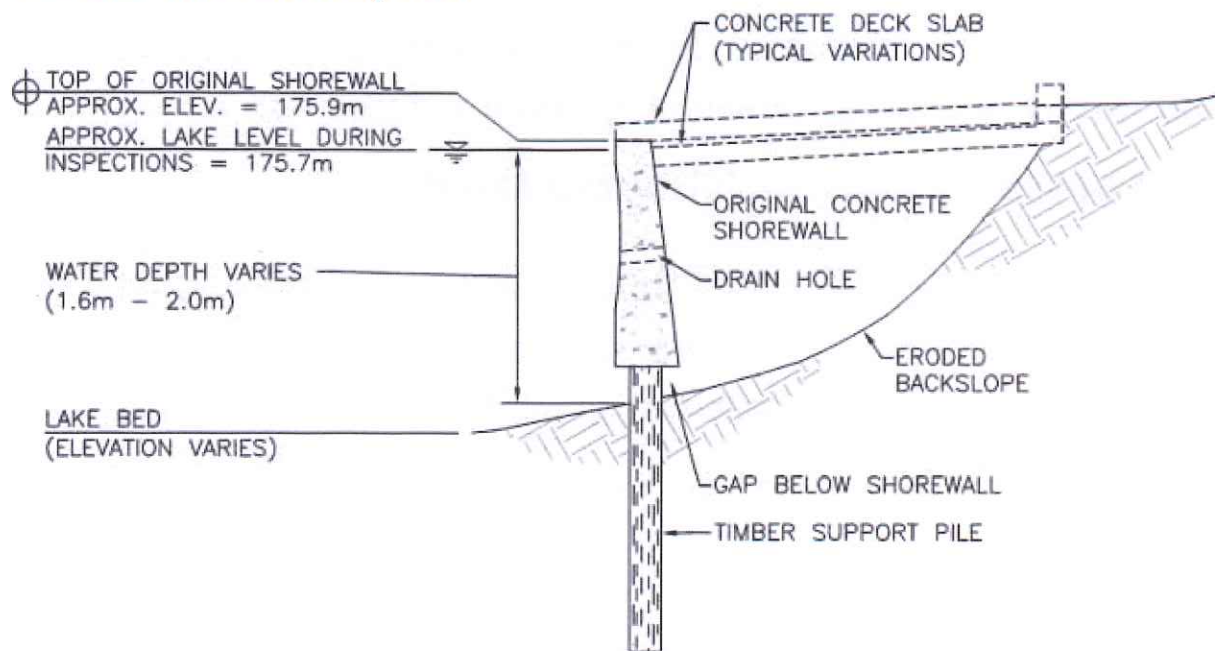
- Pay 100% of the cost per metre frontage for the repair and/or replacement of the shoreline structure abutting municipally owned property.
- Assess the costs plus rate of interest determined by the City Treasurer to the property owner, to be repayable as a one time payment or as a Local Improvement Charge assessed to the property owner for the desired repayment period of no longer than 20 years.

EAST RIVERSIDE SHOREWALL ASSESSMENT

From Report prepared by Landmark Engineers Inc.

Condition Assessment:

- The concrete wall itself is generally **in fair to good physical condition**, with some spalling and cracking noted at isolated locations – generally at or near the waterline.
- The timber support piles **appear to be in fair to good condition** at the locations where they were visible.
- There is **no evidence** of any significant settlement or misalignment (vertical or horizontal) anywhere along the length of the shorewall within the study area.



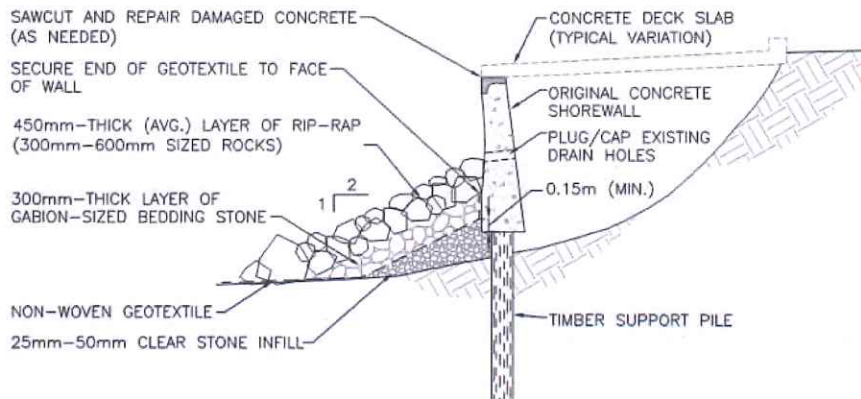
EXISTING CONDITIONS (TYP.)

Primary Concern:
Erosion / Undermining
of the wall and deck slab

EAST RIVERSIDE SHOREWALL FUNCTIONAL DESIGN

From Report prepared by Landmark Engineers Inc.

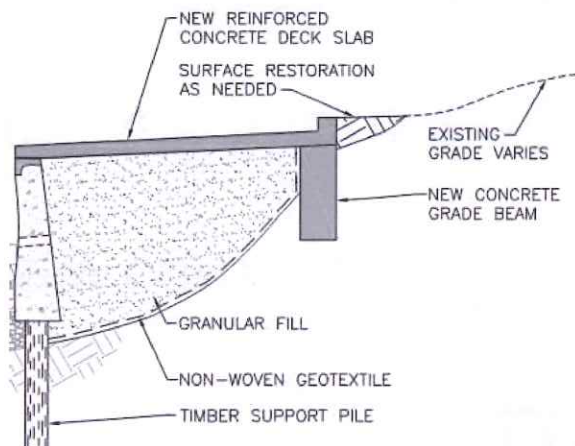
PROPOSED SHOREWALL REPAIR AND TOE PROTECTION



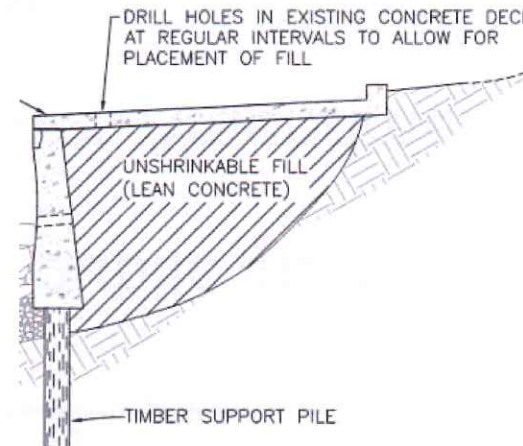
Stone Toe Protection:

- Stabilizes wall
- Prevents further undermining
- Breaks waves

PROPOSED DECK RESTORATION AND SLOPE STABILIZATION OPTIONS



FULL REPLACEMENT



STABILIZATION OF EXISTING SLABS

NEXT STEPS

1. Review comments from this public meeting.
2. Submit LIP Shoreline Structures Amendment for City Council review and approval.
3. Petition for Local Improvement of the shorewall.
4. If petition is successful, LIP process will be followed for design, construction, and payment assessment.



Subject: Howard Avenue/South Cameron Intersection Project, Pre-Commitments, Agreements and Payments Approval - Ward 9

Reference:

Date to Council: June 12, 2023

Author: Patrick Muzyka

Engineer II

519-255-6257 ext. 6472

pmuzyka@citywindsor.ca

Engineering

Report Date: May 29, 2023

Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** City Council **APPROVE** the pre-commitment of an amount of \$2,000,000.00 in 2024, \$2,798,000.00 in 2026 and \$9,368,000.00 in 2027, from the Howard Avenue Corridor Infrastructure Improvements project (ECP-003-08); and further,
- II. **THAT** Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the Howard Avenue/South Cameron Intersection project, inclusive of the demolition of 3324 and 3326 Howard Avenue, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to Commissioner, Corporate Service/Chief Financial Officer, in legal form to the Commissioner, Legal and Legislative Services and in technical content to the Commissioner, Infrastructure Services; and,
- III. **THAT** City Council **APPROVE** payment to Canadian National Railway in the amount of \$800,000.00 exclusive of HST, as advanced deposit, representing approximately 50% of the total estimated cost for Canadian National Railway to complete design & construction of the proposed railway grade crossing on Sydney Avenue within CN Railway right of way and removal of existing railway grade crossing on Howard Avenue within CN Railway right of way, to be funded from the Howard Avenue Corridor Infrastructure Improvements project (ECP-003-08); and,
- IV. **THAT** the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation for the Howard Avenue / South Cameron

Intersection project, satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer, in legal form to the Commissioner, Legal and Legislative Services and in technical content to the Commissioner, Infrastructure Services; and,

- V. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification, being satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer and in technical content to the Commissioner, Infrastructure Services; and,
- VI. **THAT** Council **PRE-APPROVE** and **AUTHORIZE** Administration to use the contingency amounts available from Project ID 7096001 (Howard Avenue Corridor Infrastructure Improvements), to an upset limit of \$250,000.00 (excluding HST) to ensure complete implementation and execution of the above noted project; and,
- VII. **THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer, in legal form to the Commissioner, Legal and Legislative Services and in technical content to the Commissioner, Infrastructure Services; and,
- VIII. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders for any amendment(s) as may be required, provided that the amendments(s) are within approved budget amounts satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer and in technical content to the Commissioner, Infrastructure Services; and,
- IX. **THAT** Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer and in technical content to the Commissioner, Infrastructure Services.

Executive Summary:

N/A

Background:

Council has committed, in the Capital Budget under ECP-003-08, to long-term infrastructure upgrades on Howard Avenue from South Cameron Boulevard to Highway 3.

The following two related Class Environmental Assessment Studies were completed:

- Howard Avenue Environmental Study Report (ESR) was adopted by City Council in 2003. The limits of the study are from South Cameron Boulevard to Highway 3.
- Central Box Study Area Environmental Study Report (EST) was adopted by City Council in 2017. The study area contained within the Central Box ESR was bound by Eugenie Street to the north, Howard Avenue to the east, West Grand Boulevard/South Cameron Boulevard to the south and Dominion Boulevard to the west.

More recently, under CR542/2020, Council approved the award of RFP 88-20 to Dillon Consulting Limited for the Howard Avenue/South Cameron Intersection Project detailed engineering design, preparation and issuance of contract documents, as well as contract administration and construction inspection following the award of tender to a successful proponent.

Discussion:

As per the recommendations identified in the Central Box ESR and subsequently the consultant's design, it was determined that the existing railway grade crossing on Howard Avenue is required to be decommissioned and a new railway grade crossing be constructed along the proposed extension of Sydney Avenue between Division Road and Howard Avenue. Dillon Consulting has been coordinating with Canadian National (CN) Railway and has submitted the request and all required documentation to Canadian National Railway to prepare the design for works within Canadian National Railway's property.

Canadian National Railway has provided Administration with a draft of their Standard Crossing Relocation Agreement requiring the City to provide a deposit of \$800,000.00, which represents approximately 50% of the total estimated cost by CN Railway to complete design and construction within CN Railway's right of way.

The scope of work covered under the Standard Crossing Relocation Agreement presented by Canadian National Railway includes detailed engineering design within the limits of Canadian National Railway property, installation of rail crossing infrastructure & construction within the limits of the railway's property, removal of obsolete rail crossing infrastructure at the location of the existing railway grade crossing within the limits of the railway's property, as well as construction inspection.

As per Central Box ESR and detailed design, the demolition of the two single-family homes at 3324 and 3326 Howard Avenue is scheduled to be tendered in order to allow for the reconstruction of Howard Avenue/South Cameron Intersection to proceed.

Risk Analysis:

There are no significant or critical risks associated with the recommendations of this report. Delays in the overall project timelines may be realized should the execution of the Standard Crossing Relocation Agreement with Canadian Nation Railway and pre-

approval to issue a Contract Purchase Order for the property demolitions not be carried forward.

Shortfalls in the budget may be realized should the approval of pre-commitment of funds not be carried forward, which will subsequently result in delays in the overall project timeline.

Inflationary risks continue to be of concern across all facets of the economy, including the heavy civil construction sector. During engineering design, detailed construction cost estimates will be developed & refined and Administration will report back if there are any budgetary shortfalls identified. At this time, it is anticipated that sufficient funds will be made available under the existing Howard Avenue / South Cameron Corridor Infrastructure project (ECP-003-08) budget, pending pre-commitment, in order to tender and construct the project.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The Howard Avenue / South Cameron intersection project has capital funding pre-approved in the amount of \$100,000.00 and \$2,834,000.00 from 2023 and 2024 respectively for the engineering/design, utility relocates and land acquisitions. The Howard Avenue/South Cameron intersection project has capital funding approved in principle for 2024 in the amount of \$2,000,000.00, for 2026 in the amount of \$2,798,000.00 and for 2027 in the amount of \$9,368,000.00 (ECP-003-08) for construction, which includes demolition of two (2) single-family residential buildings and Canadian National Railway's design and decommissioning/construction of railway grade crossings. It is recommended that the 2024, 2026 and 2027 funding, totalling \$14,166,000.00, be pre-committed to move the project forward.

Cost breakdown is shown below:

EXPENSES	
Detailed Design, Contract Administration, Construction Inspection – RFP 88-20	\$711,856.00
Engineering – pre and post tendering (including survey, CN Flagging, Daylighting, CCTV, Locates, Geotechnical Investigation, Property Acquisition, Utility Relocations)	\$2,408,144.00
Estimated Construction Costs (Including CN Railway Design & Construction Cost and Property Demolition)	\$12,213,768.00
Estimated Watermain Construction Cost (covered by Windsor Utilities Commission)	1,397,150.00
Non-Recoverable HST	\$227,517.00
Projected Interest Charges	\$1,482,506.00
Miscellaneous (Advertising, Legal Searches, etc.)	\$56,209.00
GROSS ESTIMATED PROJECT COSTS	\$18,497,150.00
REVENUE	
Previously Approved Funding	\$2,934,000.00
Recoveries from Windsor Utilities Commission	\$1,397,150.00
Pre-commitment 2024, 2026 and 2027 funding (ECP-003-08)	\$14,166,000.00
TOTAL REVENUE	\$18,497,150.00

Consultations:

Derek Thachuk – Supervisor, Assets and Facility Projects – Engineering

Linda Mancina – Financial Planning Administrator – Engineering

Michael Dennis – Financial Manager – Asset Planning

Alex Vucinic – Purchasing Manager

Aaron Farough – Senior Legal Counsel

Conclusion:

Administration is seeking pre-commitment of funding to facilitate the construction of Howard Avenue / South Cameron intersection project starting in 2023. Additionally, Administration is seeking authorization for the CAO to enter into an agreement with Canadian National Railway for the detailed design & construction for the works required within Canadian National Railway right of way.

Planning Act Matters:

N/A

Approvals:

Name	Title
Fahd Mikhael	Manager of Design – Engineering
France Isabelle-Tunks	Executive Director – Engineering/Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Janice Guthrie	Commissioner, Corporate Services CFO, City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

Item No. 12.2



Committee Matters: SCM 105/2023

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held March 15, 2023

Committee of Management for Huron Lodge

Meeting held March 15, 2023

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. via Zoom video conference, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Fred Francis
Councillor Jo-Anne Gignac

Also present are the following resource personnel:

Alina Sirbu, Executive Director, Long Term Care Administrator of Huron Lodge
Andrew Daher, Commissioner, Human & Health Services
Leonardo Gil, Executive Initiatives Coordinator
Karen Kadour, Committee Coordinator

1. **Call to Order**

The Committee Coordinator calls the meeting to order at 9:00 o'clock a.m. and the Committee of Management considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. **Election of Chair**

The Committee Coordinator calls for nominations from the floor for the position of Chair. Councillor Jo-Anne Gignac nominates Councillor Ed Sleiman, seconded by Councillor Fred Francis. As there are no further nominations from the floor for the position of Chair, the Committee Coordinator asks Councillor Ed Sleiman if he accepts. Councillor Ed Sleiman accepts and assumes the Chair.

3. **Disclosure of Interest**

None disclosed.

4. **Minutes**

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the minutes of the meeting of the Committee of Management for Huron Lodge held September 23, 2022 **BE ADOPTED** as presented.

Carried.

5. In Camera

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis, to move In Camera at 9:03 o'clock a.m. for discussion of the following item:

Reference: s. 239 (2) (b) – Personal matter about an identifiable individual, including municipal or local board employees – Resident matters

Motion Carried.

Discussion on the items of business.

Verbal Motion is presented by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis to move back into public session at 9:16 o'clock a.m.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis, That the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home meeting held March 15, 2023 at the next regular meeting.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis, That the verbal In Camera report relating to the personal matter about identifiable individual(s) including municipal or local board employees **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

6. Business Items

6.1 Administrator's Report

A. Sirbu provides the highlights of the Administrator's Report as follows:

- **2022 Year at a glance** - In 2022, there were more outbreaks due to a highly contagious variant , however there was a noticeable difference in severity due to strict infection control.
- Revitalization of the framework for quality improvement in long term care – more resident inclusion, wider span of staffing categories involvement and public reporting.

- Increasing the standard hours of direct care to four hours by 2024 is becoming an emerging priority for Long Term Care in Ontario. While solving existing labour shortages, homes must also increase staffing levels to provide a higher quality of care that the new standards demand.
- The Ministry of Long-Term Care continued to provide additional emergency funding to enable homes to implement required temporary enhanced measures to prevent and contain transmission of COVID-19 infections within the LTC sector and to address extraordinary and critical costs to care for residents during the ongoing and evolving pandemic.
- A continuation of the Personal Support Worker Temporary Wage Enhancement was announced as part of the March 29, 2022 introduction of the government's "A Plan to Stay Open". This enhancement was made permanent through a new funding stream later in the year.
- As the Ministry increased funding in order to achieve a four hours of care by 2024, the recruitment process was intensified and a high number of staff in all categories have been interviewed and began work at Huron Lodge.
- The continuation of the Chrysalis project funded with federal grants allowed for the installation of an additional 192 individualized resident door wraps to create a more welcoming and homelike environment.
- Another accomplishment was the revitalization of the Resident Council with great interest expressed, good involvement and much needed feedback towards all activities and processes that Huron Lodge has to offer.
- On January 16, 2023, the Windsor-Essex County Health Unit conducted –
 - A compliance inspection – Infection Prevention and Control
 - Outbreak Response Inspection
 - Food Premises Inspection
- Zero violations were noted.

In response to a question asked by Councillor Jo-Anne Gignac regarding if members of the Committee of Management for Huron Lodge may attend the Resident Council meetings, A. Sirbu responds that she will contact the Resident Council for permission and is convinced the members will be welcome to attend. Councillor Jo-Anne Gignac requests that the dates/times of the meetings be provided to the Committee of Management.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis,
That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long-Term Care (MLTC); Ontario Health; Home and Community Care Support Services (HCCSS); and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period ending March 15, 2023.

Carried.

7. Date of Next Meeting

The next meeting will be held at the call of the Chair.

8. Adjournment

There being no further business, the meeting is adjourned at 9:27 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

Item No. 12.3



Committee Matters: SCM 133/2023

Subject: Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held March 9, 2023

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

D. Seguin, Deputy Treasurer – Financial Accounting
C. Menard, Supervisor, Community Programming - Cultural Affairs
& Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:05 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held November 10, 2022 **BE ADOPTED** as
presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc. provides information and quotes for the purchase of business cards and name tags for the members of the Board, as requested by J. Evans at the last meeting of the Executive Committee.

4. REPORTS

4.1 Chairperson

D. Sanborn recaps for the Committee members the donations announced at the Mayor's Reception, which was held on Sunday, January 29th, 2023: \$25,000 from Charleigh Trust as part of a \$100,000 commitment, \$85,000 from the Rotary Club of Windsor (1918) from funds raised at the 2022 Art in the Park, \$15,000 from Mayor Dilkens from funds raised at the Roaring 20s Fundraiser, held during the summer of 2022 and \$5,000 from the Friends of Willistead. A \$10,000 USD donation was also received from Martha Henkel, sister of Pam Morse, at the reception.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities:

- Work on the Paul Martin Gardens and the Courtyard will begin shortly. The tender has closed and the legal agreement is in process. All work will be dependent on weather and scheduling.
- The installation of the new pumps and assorted items for the HVAC system is almost complete.
- The existing flooring in the Coach House will be removed in April 2023 and next steps will be determined based on the condition of the flooring.
- Options for the ceiling in the Coach House are being investigated in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be assessed when the chandeliers are installed.
- The new Walker Bedroom Chandelier is currently being inspected. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage.
- The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.
- A branch fell on the corner of the Conservatory roof, knocking off a piece of the decorative carved trim. Facilities is assessing for repair.

Parks:

- Weather permitting, installation of the new playground in Willistead Park will begin in April and will be open for Art in the Park. If the playground cannot be open for Art in the Park, installation will begin mid-June.

Documentary Updates:

- Suede Productions has provided City with 2 USB copies of the film (one filed; one in Coach House).
- Once film is formally streamed, the link can be posted to the various sites.
- Special screenings are being arranged for the Rotary Club of Windsor (1918), the Questers Group and for schools.
- Once available online, the film will be promoted as a regular part of tour bookings.

Culture & Events Updates:

- Easter Sunday Brunch Buffet will take place on April 9th.
- Poetry at the Manor - Vol 11 is scheduled for Wednesday, October 25th, 2023.
- At the Manor events for the remaining of 2023 are currently being scheduled.
- The Room Guide for Tours is being updated based on edits provided by the Friends of Willistead.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, will provide a financial summary update during the regular meeting.

5. NEW BUSINESS

C. Gaudette suggests that a larger television be purchased for the Coach House. C. Menard will investigate and report back.

C. Gaudette asks that administration look into adding lighting over the pictures in the Manor.

A discussion ensues regarding the recruitment of new Board members.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, April 13, 2023, at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:36 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

SG
March 9, 2023

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
C. Gaudette
R. Gauthier
A. Jahns
R. Jasey
D. Langstone
C. Pitman

Regrets from Board Members:

J. Evans
M. McKenzie

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer-Financial Accounting
C. Menard, Supervisor, Community Programming - Cultural Affairs
& Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the
Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:46 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by MJ. Dettinger, seconded by R. Jasey,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 10, 2022 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that the Mayor's reception, which was held on Sunday, January 29th, 2023, was very well attended. He indicates that the following donations were received to support the restoration and preservation of Willistead Manor: \$25,000 USD from Charleigh Trust as part of a \$100,000 USD commitment, \$85,000 from the Rotary Club of Windsor (1918) from funds raised at the 2022 Art in the Park, \$15,000 from Mayor Dilkens from funds raised at the Roaring 20s Fundraiser, held during the summer of 2022 and \$5,000 from the Friends of Willistead. Additionally, a very generous donation of \$10,000 USD was received at the reception from M. Henkel, sister of Pam Morse.

D. Sanborn updates the Board members about a request from the Executive Committee to explore the cost of purchasing generic business cards that can be used by the Board members when interacting with possible donors as well as name tags that can be worn when attending events.

Moved by D. Langstone, seconded by A. Abu Zahra,
THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of \$750.00 for the purchase of business cards and personalized name tags for the Board members; and,

Account. THAT the expenditure **BE FUNDED** from the Willistead Manor Operating
Carried.

Moved by A. Jahns, seconded by R. Jasey,
That the following motion approved by email poll taken by S. Gebauer, Executive Secretary of the Board of Directors, Willistead Manor Inc. on December 22, 2022, **BE CONFIRMED AND RATIFIED:**

THAT the Board of Directors, Willistead Manor Inc., **AUTHORIZE** an expenditure to an upset limit of \$850 for a dinner held at Willistead Manor on December 8, 2022 for some of the Walker Family decedents, following a tour of Willistead Manor and the Coach House historical exhibit; and

Account. THAT the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating

Carried.

Moved by A. Abu-Zahra, seconded by D. Langstone,
That the following motion approved by email poll taken by S. Gebauer,
Executive Secretary of the Board of Directors, Willistead Manor Inc. on February 23,
2023, **BE CONFIRMED AND RATIFIED:**

THAT the Board of Directors, Willistead Manor Inc., **AUTHORIZE** a
donation in the amount of \$100 to the Willistead Manor Endowment Fund in memory of
Norma Jahns, wife of Board member Art Jahns, who passed away on February 2, 2023.

Carried.

Moved by A. Abu-Zahra, seconded by D. Langstone,
That the following motion approved by email poll taken by S. Gebauer,
Executive Secretary of the Board of Directors, Willistead Manor Inc. on March 3, 2023,
BE CONFIRMED AND RATIFIED:

THAT the Board of Directors, Willistead Manor Inc., **AUTHORIZE** a
donation in the amount of \$100 to the Willistead Manor Endowment Fund in memory of
Waldemar (Wally) Jahns, brother of Board member Art Jahns, who passed away on
February 26, 2023.

Carried.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead
Manor Coordinator provides the following updates:

Facilities:

- Work on the Paul Martin Gardens and the Courtyard will begin shortly. The tender has closed and the legal agreement is in process. All work will be dependent on weather and scheduling.
- The installation of the new pumps and assorted items for the HVAC system is almost complete.
- The existing flooring in the Coach House will be removed in April 2023 and next steps will be determined based on the condition of the flooring.
- Options for the ceiling in the Coach House are being investigated in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be assessed when the chandeliers are installed.
- The new Walker Bedroom Chandelier is currently being inspected. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage.
- The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.

- A branch fell on the corner of the Conservatory roof, knocking off a piece of the decorative carved trim. Facilities is assessing for repair.

Parks:

- Weather permitting, installation of the new playground in Willistead Park will begin in April and will be open for Art in the Park. If the playground cannot be open for Art in the Park, installation will begin mid-June.

Documentary Updates:

- Suede Productions has provided the City with 2 USB copies of the film (one filed; one in Coach House).
- Once film is formally streamed, the link can be posted to the various sites.
- Special screenings are being arranged for the Rotary Club of Windsor (1918), the Questers Group and for schools.
- Once available online, the film will be promoted as a regular part of tour bookings.

Culture & Events Updates:

- Easter Sunday Brunch Buffet will take place on April 9th.
- Poetry at the Manor - Vol 11 is scheduled for Wednesday, October 25th, 2023.
- At the Manor events for the remaining of 2023 are currently being scheduled.
- The Room Guide for Tours is being updated based on edits provided by the Friends of Willistead.

C. Menard informs the Board members that in this year's 8th Annual Best of Windsor-Essex Awards, an initiative of Tourism Windsor, Essex, Pelee Island, Willistead Manor has been nominated in three categories: Best Holiday Event, Best Photo Op and Best Historical Attraction. Winners will be announced in mid-April.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, provides the following account balances:

- Operating Account -- \$18,800.
- Savings Account -- \$38,000. (balance end of 2022) \$54,400. (current)

D. Seguin indicates that \$4,500 will be transferred over to Willistead Manor Inc. during the City of Windsor Budget and indicates that the Willistead Manor Capital Restoration Reserve Fund is currently over \$400,000.

D. Langstone requests that more detailed account information be provided at future meetings.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier provides the following updates:

- The light fixture for the Conservatory that was ordered in 2019, but delayed due to the Covid 19 pandemic, finally arrived and will be installed soon along with the chandelier for the Walker Bedroom, which was purchased at DuMouchelles Auction House in Detroit
- While tracing ancestors of Mary Walker, R. Gauthier contacted a non-profit organization in Washington D.C called Family Find. It was suggested that Genealogist Diane Romney be employed to compile information at a total cost of \$600.
- The report provided by Ms. Romney is very informative and includes names and addresses of three living descendants of Mary Walker. Letters of introduction have been sent to each of them, on Willistead Manor Inc. letterhead, and we are now awaiting responses.
- Also discovered is the fact that Mary Walker left her summer home in St. Andrews by the Sea, NB to her two great nieces.
- R. Gauthier communicated with Elizabeth Cooney, who owned the Walker home from the early 1990s for ten years and now lives in Toronto. Ms. Cooney provided a great deal of information and is willing to share additional details. Ms. Cooney provided a letter from Mary Walker on her Washington DC letterhead addressed to her maid in St. Andrews by the Sea. She also revealed a cabinet with many pieces of Walker china, which she is considering to one day donate to the Manor.
- The Walker home in St. Andrews by the Sea is currently owned by a reclusive billionaire from Amsterdam, who has now built a twenty car garage on the fourteen-acre estate.

Moved by R. Gauthier, seconded by C. Gaudette,
THAT the Board of Directors, Willistead Manor Inc. **APPROVE** an expenditure in the amount of \$600 USD for the services of Genealogist Diane Rooney, for the purpose of finding information and locating ancestors of Mary Walker.

Carried.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Eleven tours were done during the months of November and December. Five members volunteered a minimum of 26 hours.
- There was a need to replace a lot of materials, especially florals, picks, matching garlands and swags and some of the large wreaths for the Christmas decorating.
- Special thanks to the room leads and all of the volunteers for their hard work.
- 40 members, 4 Board members, 6 design students and approximately 12 others participated.
- There were some challenges getting the students to commit to helping
- Thanks to the City for providing food on Saturday and some pizza on Sunday.
- There were seven dates in total for the Christmas open houses and thirty-five members volunteered a minimum of 258 hours.
- Approximately \$1700 was made and positive feedback was received from the people who attended.
- The teardown took place over a period of 2 days and 40 people worked a minimum of 126 hours.
- Thanks to Bonnie and the City of Windsor staff who were there to assist.
- Progress is being made in re-organizing the third floor however, they have had to pause during the construction which is currently taking place upstairs.
- The Hon. Neil Lumsden, Ontario Minister of Tourism, Culture and Sport was at the Manor on January 18th for a mini tour. He was very impressed and stated that he would like to come back and see more.
- There is a tour planned for David Crawford and a group from the Detroit Institute of Arts on March 20th.
- At the Mayor's Reception FOW were pleased to give \$2500 to the Endowment Fund in memory of Stephen Marshall and \$2500 to the Willistead Manor Restoration Fund.
- Everyone enjoyed the reception and commented on how lovely it was to have it on the main floor.
- Thank you for the recognition that the FOW's contribution includes the funds that are raised through ticket sales for the Christmas Open House.
- There have been two 2-hour docent training sessions in February and 18 people attended. Another session will take place for those who were not able to attend.
- FOW are continuing to recruit more members.
- A FOW mission statement and accompanying action statements have been written to help prospective members understand what the Friends do.
- The FOW by-laws have been updated by a committee, passed by the executive, and have been distributed to members with the intent that they will be passed at the next general meeting.

- Planning has begun for Art in the Park and the intention is to set up the tents as they have been set up in the past. Beverages and some Willistead-related items will be sold. FOW will be on duty in the Manor from 1:00-4:00pm both Saturday and Sunday.
- There are two upcoming tours scheduled, one for Académie Ste Cécile and the other for a Questers group. Some of the members that attended the docent training will be shadowing to gain experience.
- As planning begins for Christmas decorating, substantial investment will need to be made in the stairway and upper stairwell this year. FOW would like to purchase some larger scale items that could be used in different rooms in different ways.

6.5 Education

R. Jasey indicates that there is opportunity to bring Business students from several different High Schools to Willistead Manor for a tour of the Manor and to watch the documentary. Students can then be presented with a task, which they can present to the group if time permits.

R. Jasey informs the members that there is an annual photography contest in the high schools and indicates that Willistead could be a good location for students to photograph both inside the Manor as well as outdoors. He asks if a package can be prepared to present to the schools.

6.6 Historical

A. Jahns provides information regarding Mary Walker's home in St. Andrews by the Sea and indicates that he too had communicated with Ms. Cooney.

6.7 Event Planning Committee

None.

8. NEW BUSINESS

The Board members briefly discuss Board recruitments and suggest that the report prepared by Janice Forsyth of Foresight Management Consulting in 2019, after the Boards strategic planning session, be revisited.

9. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday April 13, 2023 at 4:30 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:36 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 12.4



Committee Matters: SCM 150/2023

**Subject: Minutes of the meeting of the Board of Directors, Willistead Manor Inc.
held April 13, 2023**

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at the Coach House Historical Exhibition, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
C. Gaudette
R. Jasey
D. Langstone
C. Pitman

Regrets from Board Members:

J. Evans
R. Gauthier
A. Jahns

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
S. Gebauer, Council Assistant & Executive Secretary to the
Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:42 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by MJ. Dettinger, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held March 9, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

C. Gaudette inquires about the tour that took place on March 20, 2023 for David Crawford and the group from the Detroit Institute of Arts (DIA) and indicates that it would be wonderful to get some artwork that once belonged to the Walker Family displayed in a specific section of the DIA. C. Gaudette comments on the convenience of not having to ship the pieces to Canada from the United States and indicates that Art Windsor-Essex does not have enough space to display all of the art therefore, many pieces are kept in storage.

C. Gaudette also inquires about the visit from the Honourable Neil Lumsden, Ontario Minister of Tourism, Culture and Sport that took place earlier this year. M. Staadegaard, Manager of Culture & Events indicates that the Minister was joined by local Members of Provincial Parliament Andrew Dowie and Anthony Leardi. The group thoroughly enjoyed their short tour and expressed interest in a potential visit in the future.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that the annual general meeting and dinner will take place on May 11, 2023.

D. Sanborn further informs that the orders of the business cards, stationery and name tags are being finalized.

5. REPORTS

5.1 Management

M. Staadegaard, Manager, Culture & Events, provides the following updates:

Facilities Updates:

- Work has begun on the Paul Martin Gardens. The Contractors are on site, coordinating with Facilities and Willistead staff and working around bookings. It is estimated that the Paul Martin Gardens and the North Terrace will be completed by May 28th, 2023.
- They are awaiting next steps on the Coach House floor, ceiling and cabinet lighting. The existing flooring is still scheduled to be removed in April, which will determine the next steps for the project based on the condition of the floor. Options are being investigated for the ceiling in consultation with the Building Department, who will report back. The cabinet lighting is being assessed and will be completed when the chandeliers are installed.
- The HVAC installation is now complete. The system will be tested for the A/C startup within the next month, depending on the weather.

Parks Updates:

- Work on the new playground has begun and is on track. An event took place where Mayor Dilkens and Councillor Mark McKenzie spoke about Council investments in Parks and Playgrounds and Recreation amenities with Willistead's playground site as the backdrop. Positive feedback has been received with regards to the playground designs and online response has been great.
- The playground installation will be completed before Art in the Park.

Culture & Events Updates:

- The Easter Sunday Brunch Buffet was highly successful and both seatings were sold out.
- The Mother's Day Brunch Buffet will use the entire Manor and will offer 4 seatings.
- Poetry at the Manor - Vol 11 will take place on Wednesday, October 25th, 2023.
- A new book entitled *In the Middle Space* was launched at McKenzie Hall as part of the Poet Laureate program.
- At the Manor events remaining for 2023 are currently being scheduled.
- Room Guide for Tours is being updated based on edits provided by the Friends of Willistead.
- Winners of the 8th Annual Best of Windsor-Essex Awards were announced and Willistead Manor won *Best Historical Attraction and Best Photo Op*.

D. Langstone suggests that signage calling attention to Willistead Manor be erected during Art in the Park.

5.2 Treasurer

D. Sanborn distributes a financial summary, dated April 12, 2023, that was provided by D. Seguin, Deputy Treasurer – Financial Accounting. The Financial Summary was reviewed and discussed by the Board.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

C. Gaudette informs the Board members that a cabinet and some artifacts were donated to the Manor. At this time, it is not known where these items will be displayed.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Another training session was conducted and 8 members attended.
- A 10-minute educational component is being incorporated into each meeting and 10 frequently asked questions, generated by members are being answered.
- Members are shadowing experienced members during tours.
- A few tours have taken place in the past month and another is scheduled in May.
- Planning is taking place for Art in the Park. FOW is partnering with Thyme TO-GO and will be providing beverages during the event.
- Willistead related items will be sold.
- FOW is considering items that can be sold during tours, such as stickers, bookmarks, keychains etc.
- Some donations have been received and donors will be recognized during Art in the Park
- A steering committee has been established to start planning for Christmas.
- Coach House sales will no longer take place during the Christmas open houses however the use of the Coach House for a one-day Holliday Market in the Fall has been approved.
- Elections for executive positions will be held at the May meeting.

M. Staadegaard suggests that the Friends of Willistead consider offering a class, such as a wreath making, as part of the Holiday Market.

A. Abu-Zahra departs the meeting at 5:35 o'clock p.m. Due to the loss of quorum, no further business is conducted.

9. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday April 13, 2023 at 4:30 o'clock pm and will serve as the Annual General Meeting and dinner.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:35 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 12.5



Committee Matters: SCM 151/2023

Subject: Report No. 117 of the Willistead Manor Inc. Board of Directors of its meeting held May 11, 2023

REPORT NO. 117
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held May 11, 2023

Present: D. Sanborn -- Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
A. Jahns
D. Langstone
C. Pitman

Your Board submits the following recommendations:

Moved by C. Gaudette, seconded by J. Evans,
That the following person **BE APPOINTED** to the Board of Directors of
Willistead Manor Inc. for the term ending August 17, 2025:

Erica Morasset

Carried.

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				